# CITY OF SEATTLE SHORT TERM RENTAL PUBLIC USER GUIDE

FINANCE AND ADMINISTRATIVE SERVICES | REGULATORY COMPLIANCE AND CONSUMER PROTECTION

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# Where do I apply for my license?

### **Seattle Services Portal**

https://cosaccela.seattle.gov

You will need to set up an account before you can apply.

## What do I need before I apply?

Short-Term Rental Operator	<ul> <li>Valid City of Seattle business license tax certificate number (business license/customer number)</li> <li>Rental Registration Inspection Ordinance (RRIO) registration number for secondary units</li> <li>A Rental Registry document demonstrating you were operating the unit within the 12 months before 9/30/2017 for legacy units (required to upload)</li> </ul>
Bed and Breakfast Operator	<ul> <li>Valid City of Seattle business license tax certificate (business license/customer number)</li> <li>Washington State Transient Accommodation License number</li> <li>A copy of your Washington State Transient Accommodation license (required to upload)</li> </ul>
Platform	• Valid City of Seattle business license tax certificate (business license/customer number) if there is an office in Seattle.

# **About Legacy Zones**

An online version of this section can be found at the following URL: https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones

#### Legacy short-term rental unit

A legacy short-term rental unit ("legacy unit") is one that has been in operation since prior to September 30, 2017 by an operator who:

- can provide a rental registry showing the dates on which the unit was rented in the year prior to September 30, 2017; and
- has maintained a current City of Seattle business license tax certificate from the beginning of the registry period to the present.

"Legacy unit" status is not transferable. This means that if the owner of a legacy unit sells that unit, it is no longer a legacy unit. If the operator of a rented legacy unit ceases to operate it (see "Downtown Urban Core" below), a different operator may not take over this work because the unit is no longer a legacy unit.

Seattle's short-term rental legislation is complex, and different provisions apply in each of three "legacy zones." These provisions affect the number and type of units you may add to your operator license. If you operate units in more than one legacy zone, you may only claim the provisions of one of those legacy zones. (When adding units to your operator license, make sure the first unit you add is located in that legacy zone.) You will need to make this decision, in conjunction with anyone else who has an ownership interest in your properties either as an individual or as an organization member. City staff cannot provide guidance about what decision will work best for your needs.

The information in this article applies only to legacy unit operators. If the conditions above do not apply to your unit or units *and* to you, you are not a legacy unit operator.

#### 1. Downtown Urban Core

The Downtown Urban Core is the only area of the city in which non-owner occupants (i.e., renters) may operate legacy units. Upon the City's request, these operators must be able to provide a unit owner's written consent for its operation as a short-term rental unit.

An operator of legacy units in the Downtown Urban Core may operate an unlimited number of such units, including his or her primary residence.



#### 2. First Hill/Capitol Hill Urban Center

This legacy zone is the only one in which the owner of a building constructed after 2012 and containing no more than five dwelling units may operate all of them as legacy units, in addition to his or her primary unit and up to one secondary unit (i.e., up to 5 units in the building plus two more).

There are very few such buildings. If you believe that your building is in this legacy zone, please call (206) 367-1267 to speak with a customer service representative.

#### 3. Greater Seattle

Geographically, this legacy zone includes most of Seattle. The legislation allows an owner of legacy units in this area to operate up to two of them, as long as neither is the owner's primary residence. But one year after the issuance of his or her operator license, this owner may also add his or her primary residence to that license.

For more information about legacy units please refer to FAS Short-term rental rules <u>STR-3 License and</u> <u>license applications.</u>

## How do I set up my Seattle Services Portal Account?

1. CLICK: Register for an Account



2. READ: General disclaimer

CLICK: The checkbox to accept

#### **CLICK**: Continue Registration



#### 3. ENTER: Login information

* User Name:	0
* Email Address:	
* Password:	0
* Type Password Again:	
*Enter Security Question:	0
* Answer (case sensitive):	•
Contact Information	
Add your contact information so you can quickly assign i	t to your application.
Add New	

#### 4. CLICK: Add New

-	0		
UserName1			
* Email Address:			
user@name1.com			
* Password:	6		
* Type Password Again:			
••••••			
* Enter Security Question:	0	)	
Security Question			
* Answer (case sensitive):	Ø	)	
Answer			
Contact Informat	ion		
Add your contact information s	o you can quickly assign it to	your application.	
Add New			

# Adding Contact Information

You must include your contact information when creating an account. The contact information you provide should be the contact information of the person or organization who will be applying for the license and to whom the license will be issued to.

#### 5. SELECT: A contact type

#### **CLICK**: Continue

Select Contact Type	×	Select Contact Type	×
Individual Scard Changes		* Type: Individual  Continue Discard Changes	

#### **ENTER:** Contact Information

#### **CLICK:** Continue

	Middle: * Last:	
Address Line 1:		
Address Line 2:		
* City:	* State: * Zip:	
SEATTLE	WA	
Country:		
United States	<b>•</b>	
<pre>* Primary Phone: * 1 )</pre>	Secondary Phone: (+ 1)	
Email:		

Note: Select Organization if you are applying for an STR Operator License for a property owned by an LLC or other legal entity.

#### If a window displays, **CLICK:** Continue



The **email address** provided here is the one that **City** staff will use to **communicate** with you about your STR Operator License and the unit(s) you operate.

### 6. CLICK: Continue Registration

Login information	
User Name:	e
serName1	
* mail Address	
u er@name1.com	
* Deswords	
••••••••	
A Transmission	
"Tyj Password Again:	
Security Question:	•
*Answ (case sensitive):	0
Answer	
Contact Information	
Add your output information so you can quickly assign it	to your application
Aud your chitact information so you can quickly assign to	to your application.
Contact Ided successfully.	
User Name Email: user@_ame1.com	
Phone: (+1)9/ 33-9284	
Remove	
Continue Registration »	vate your account
Continue Registration >	vate your account.
Continue Registration »	vate your account.
Continue Registration >	vate your account.
Continue Registration > Almost there! Check your email to activate your accounter of the second se	vate your account.
Continue Registration » Almost there! Check your email to activate your account activate your account Account Information	vate your account.
Continue Registration > Almost there! Check your email to activate your account effore you can login, you must activate your account Account Information	vate your account.
Continue Registration > Almost there! Check your email to activate your account account account Account Information Jaser Name:	vate your account.  It An email was sent with instructions. If you did not receive this email, please check your junk/spam folder. UserName1
Continue Registration > Almost there! Check your email to activate your account acco	vate your account.  It. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.  UserName1 user@name1.com
Continue Registration > Almost there! Check your email to activate your account there you can login, you must activate your account Account Information Jser Name: Email: Password:	vate your account.  An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.  UserName1 user@name1.com ====================================
Continue Registration > Contin	vate your account.  An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.  UserName1 user@name1.com ***** Security Question
Continue Registration > Continue Registration > Contact Information Contact Information Contact Information	vate your account.  An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.  UserName1 user@name1.com Security Question
Continue Registration > Continue Registration > Contact Information Contact Information Contact Information	Arate your account.  An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.  UserName1 user@name1.com ****** Security Question  Primary Phone: (+1)867-493-9284
Continue Registration > Continue Registration > Contact Information Security Question: Contact Information User Name 23 Front St.	Arate your account.  Arate your account.  Arate your account.  UserName1 user@name1.com ***** Security Question  Primary Phone: (+1)867-493-9284

#### 7. GO TO YOUR EMAIL: And follow the activation instructions

# Which application do I select?

Start at the **Seattle Service Portal** home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. SELECT: Licenses Short Term Rentals

Seattle.g Mayor Jenny	<b>ov</b> / A. Durkan		≡ Men	
Seattle S	eattle Services Portal			
<b>↑</b> Home	My Records <b>?</b> Help			
		Announcements Logged in as:avocado Coli	ections (0) 🔀 Cart (0) Account Management Logout	
Search All Re	cords			
Enter an ac	ddress, record number, or conta	act Q T		
Welcome, av You are now l	/ocado logged in.			
+ Crea	ate New	Schedule	Q Find Existing	
Building Compla License	I Tune-Ups ints - Building & Property s - Short Term Rentals	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Property     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment	
License     License	s - Taxi & For-Hire s - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> </ul>	
Permits     Permits     Permits     Permits	- Parking & Truck - Street Use - Trade, Construction & Land	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	Permits - Trade, Construction & Land Use     Public Notices     Reptal Housing Registration (RRIO)	

### Select a Record Type

Choose one of the following Available record types. For assistance or to apply for a record type not listed below contact us. To view existing records or to make changes to your records, lick on the My Records link above. After submitting, check your email for additional instructions.

#### Short-Term Rental License Applications

Bed and Breakfast Rental Operator License Application

- Platform License Application
- Short-Term Rental Operator License Application

**Continue Application »** 

### Short-Term Rental Operator License Application

For hosts/operators to license their short-term rental units

-- MOST USERS--

#### **Platform License Application**

For companies (e.g. AirBnB, Vrbo, etc.) that provide a forum for operators to list their short-term rental and bed and breakfast units to be booked. For this application, you will need your current City of Seattle Business License Number if you have an office in the City of Seattle

#### Bed and Breakfast Operator License Application

For hosts/operators who:

- Meet the State of Washington's requirements to be a bed and breakfast
- Have a Washington State Transient Accommodation License
  - Meet Seattle Department of Construction and Inspections' land use code requirements for bed and breakfasts in Seattle

# How do I apply for a Short-Term Rental Operator License?

This application is for hosts/operators to license their short-term rental units.

#### Start at the **Seattle Service Portal** home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. SELECT: Licenses Short Term Rentals

Seattle.gov Mayor Jenny A. Durkan		≡ Men
eattle Services Portal		
Home IMy Records OHelp		
		Announcements & Register for an Account Login
Search All Records		
Enter an address, record number, or contact	Q *	
+ Create New	Schedule	Q Find Existing Complaints - Building & Property
Complaints - Building & Property <ul> <li>Licenses - Short Term Rentals</li> </ul>	enter your record number in the search box above.	Licenses - Trade & Equipment     Permits - Parking & Truck
		<b>v</b>
Licenses - Trade & Equipment     Permits - Parking & Truck	For more information, see How to Schedule an Inspection or Appointment.	Permits - Street Use     Permits - Trade, Construction & Land Use
Licenses - Trade & Equipment     Permits - Parking & Truck     Permits - Street Use     Permits - Trade, Construction & Land Use	For more information, see How to Schedule an Inspection or Appointment. For information on how to schedule a large sign confirmation, see How to Submit an Environmental Directory International Science Medications	<ul> <li>Permits - Street Use</li> <li>Permits - Trade, Construction &amp; Land Use</li> <li>Public Notices</li> <li>Rental Housing Registration (RRIO)</li> </ul>

3. SELECT: Short-Term Rental Operator License Application

**CLICK:** Continue Application

Select a Record Type
C hoose one of the following Available record types. For assistance or to apply for a record type not listed below contact us. To view existing records or to make changes to your records, lick on the My Records link above. A fter submitting, check your email for additional instructions.
<ul> <li>Short-Term Rental License Applications</li> </ul>
<ul> <li>Bed and Breakfast Rental Operator License Application</li> <li>Platform License Application</li> <li>Short-Term Rental Operator License Application</li> </ul>
Continue Application »

**4. CLICK:** Select from Account

Information	2 Application Detail	3 Review	4 Record Issuance
ep 1: Contact Information > C	Contact Information		
ou have selected a Shor	rt-Term Rental Operator License Application. T	his application is for operators to licer	nse their short-term rental units.
o this application, you v	vill need the following:		
Current City of Seat Names and email a Name and email ad	ttle Business License Number ddresses of all members and property owners, dress of your spouse if applicable	, and if property owners are business	entities, list all entity members
OTE: after completing the sceive an email with inst	he record, a Thank You page will load. The apprictions for adding units shortly after submittin	plication process is not complete until g this application.	a Unit Amendment is completed and paid for. You will
Indicates a required field			
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Indicates a required field * Applicant (required field) Select a contact using the Select from Account	uired) e button(s) below.		
Indicates a required field  * Applicant (required field Select a contact using the Select from Account	uired) e button(s) below.		

#### 5. CLICK: Continue Application

Short-Term Rent	al Operator License A	pplication	
1 Contact Information	2 Application Detail	3 Review	4 Record Issuance
Step 1 : Contact Information > Contact	Information		
You have selected a Short-Terr	n Rental Operator License Application. T	his application is for operators to licen	se their short-term rental units.
For this application, you will ne	ed the following:		
<ul> <li>Current City of Seattle Bu</li> <li>Names and email address</li> <li>Name and email address</li> </ul>	isiness License Number ses of all members and property owners, of your spouse if applicable	, and if property owners are business e	entities, list all entity members
NOTE: after completing the rec receive an email with instruction	ord, a thank You page will load. The ap ns for adding units shortly after submittin	plication process is not complete until a g this application.	a Unit Amendment is completed and paid for. You will
* Indicates a required field			
*Applicant (require	d)		
Select a contact using the butto	n(s) below.		
Contact added successfully.			
ched ar ched@ar.com Home phone: (+1)542-582-4555 Mobile Phone: Work Phone: Fax: Remove	i		
Save and Resume Later			Continue Application »

If the information selected from your account isn't correct, go to **Account Management**. In the Contact Information section, **click "Actions"** to the right of your contact, and **select "View"**. Make your changes and **save**. 6. ENTER: your City Business License/Customer Number

Information	2 Application	Detail	3 Review	4 Record Issuance	
o 2 : Application Detail > Appli	ication Detail				
ndicates a required field					
		15			
STIT DOGINE O	DENOL DE IAI	20			
If you do not know your Cus	stomer Number, you can search	h for it at this website: http	os://www.seattle.gov/licenses/find_a_h	usiness If you have created a new or undated an existing	
If you do not know your Cus business license within the I	stomer Number, you can searcl last 48 hours, those changes n	h for it at this website: http nay not be reflected and w	os://www.seattle.gov/licenses/find-a-b vill prevent you from completing this a	usiness If you have created a new, or updated an existing upplication; please click Save and Resume Later, and try agai	in in
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If you do not know your Cus business license within the I 48 hours. If your business li * Business License/Custom	stomer Number, you can searcl last 48 hours, those changes n icense is expired as currently have ner Number:	h for it at this website: http nay not be reflected and w as open obligations assoc	s://www.seattle.gov/licenses/find-a-b vill prevent you from completing this a viated with it, go to FileLocal (https://w	usiness If you have created a new, or updated an existing pplication; please click Save and Resume Later, and try again ww.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the iss	in in sue.
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If you do not know your Cus business license within the . 48 hours. If your business li * Business License/Custom Customer Number Status: Does the account have upp	stomer number, you can search last 48 hours those changes n icense is expired a currently h ner Number:	h for it at this website: http: nay not be reflected and w as open obligations assoc	s://www.seattle.gov/licenses/find-a-b vill prevent you from completing this a siated with it, go to FileLocal (https://w	usiness If you have created a new, or updated an existing ipplication; please click Save and Resume Later, and try again ww.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the Iss	in in sue.
If you do not know your Cus business license within the 48 hours. If your business li * Business License/Custom Customer Number Status: Does the account have unpr taxes?:	stomer number, you can search last 48 hours those changes n icense is expired a currently h ner Number: aid balances and/or unfiled	h for it at this website: http: nay not be reflected and w as open obligations assoc Select O Yes O No	s://www.seattle.gov/licenses/find-a-b vill prevent you from completing this a siated with it, go to FileLocal (https://w	usiness If you have created a new, or updated an existing ipplication; please click Save and Resume Later, and try again ww.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the Iss	in in sue.
If you do not know your Cus business license within the 48 hours. If your business li * Business License/Custom Customer Number Status: Does the account have unput taxes?: Open Date:	stomer number, you can search last 48 hours those changes n icense is expired a currently h ner Number: aid balances and/or unfiled	h for it at this website: http: nay not be reflected and w as open obligations assoc Select O Yes O No	s://www.seattle.gov/licenses/find-a-b vill prevent you from completing this a siated with it, go to FileLocal (https://w www.seattle.gov/licenses/find-a-b siated with it, go to FileLocal (https://w www.seattle.gov/licenses/find-a-b w/licenses/find-a-b siated with it, go to FileLocal (https://w www.seattle.gov/licenses/find-a-b w/license	usiness If you have created a new, or updated an existing ipplication; please click Save and Resume Later, and try again ww.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the iss	in in sue.
If you do not know your Cus business license within the 48 hours. If your business li * Business License/Custom Customer Number Status: Does the account have unputaxes?: Open Date:	stomer number, you can search last 48 hours those changes n icense is expired a currently h ner Number:	h for it at this website: http: hay not be reflected and w as open obligations assoc	s://www.seattle.gov/licenses/find-a-b vill prevent you from completing this a siated with it, go to FileLocal (https://w 	usiness If you have created a new, or updated an existing ipplication; please click Save and Resume Later, and try again ww.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the iss	in in sue.

#### **CLICK:** outside of the field

The other City Business License Details fields populate

f you do not know your Customer Number, you can search ousiness license within the last 48 hours, those changes m 48 hours. If your business license is expired or currently ha	I for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing nay not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in as open obligations associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the issue.
* Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled axes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009

7. SCROLL DOWN: to Spouse Information

SELECT: whether or not you are married

If you are married:

ENTER: your spouse's first name, last name, and email address



Why do I need to provide my spouse's information? The short-term rental ordinance allows a married

rental ordinance allows a married couple to have only one operator license. They may not each obtain a separate license.

# Is my STR unit

### Legacy?

Yes, if:

- Your City Business License was opened before 9/30/2017
- You can prove you were operating each unit within the 12 months before 9/30/2017.

For more information about Legacy, see the <u>About Legacy</u> <u>Zones</u> section in this document.

#### 8. SCROLL DOWN: to Legacy Operator

**SELECT:** whether or not you were operating short-term rentals since before 9/30/2019.



9. SCROLL DOWN: to Member or Owner List

#### CLICK: Add a Row

IEMBER OR OWNER LIS	Т		
ist all organization members or property own	ers. Note: if you are a tenant (only applicable ir	legacy downtown urban center), you do not have to li	st the property owner.
First Name	Last Name	Email Address	
No records found.			
Add a Row   🔻 Edit Selected Dele	te Selected		
ave and Resume Later			Continue Application »

**ENTER:** the member or property owner's first name, last name, and email address

#### **CLICK:** Submit

MEMBER LIST List all organization meml urban center), you do not	bers or property owners. Note: if you a have to list the property owner.	are a tenant (only applicable in legacy	<b>X</b> downtown
* First Name:	* Last Name:	* Email Address:	
Submit		Cancel	

**REPEAT:** this step to add additional members or property owners.

**NOTE:** If you are an individual, you may not need to enter anything in the Member or Owner List section.

### **10. CLICK:** Continue Application

* Spouse First Name:	Jayne		
* Spouse Last Name:	Dough		
* S <sub>h</sub> ruse Email:	jayne@dough.net		
LEGACY OPERATOR			
Have you been legally operating short-term rentail since * before 9/30/2017:	a 🛿 🖲 Yes 🔿 No		
MEMBER OR OWNER LIST			
List all organization members or property owners, includ list the property owner.	ling anyone on the property deed. No	v if you are a tenant (only applicable in legacy dow	ntown urban center), you do not have to
Showing 1-1 of 1			
First Name	Last Name	Email ddress	
John	Dough	john@dough.nv	Actions 🗸
Add a Row 🛛 👻 Edit Selected Delete Select	ed		
Save and Resume Later			Continue Application »

#### 11. REVIEW: the information on the page

If information needs to be changed, CLICK: Edit

**CLICK:** the checkbox to agree to confirm your compliance with City of Seattle requirements

**CLICK:** Continue Application





#### 12. A Thank You page loads

#### **!!! YOUR APPLICATION IS NOT COMPLETE !!!**

eattl	e Services	Portal					
Home	I∎My Records	Help					_
			Announcements	Logged in as:jade hey	Collections (0)	📜 Cart (0)	Reports
Thank	k You						
$\oslash$	Your information has be to <b>My Records</b> to view	en submitted. Dependi actions.	ng on your record type, a	dditional action may be re	equired. Go		
Item							
Record N	Number:						
STR-UP	AP-19-000128						
-							

#### What did I submit?

You submitted your application information - you still need to submit information about your units.

#### What else happened?



We sent you an email with instructions for adding units

We sent an email to your spouse, if applicable, to let them know about your application

We sent an email to your members or property owners, if applicable, to let them know they were listed on your application

### 13. CLICK: on My Records

A Home	I≣My Records <b>⊘</b> Help		
	My Records Overview	ouncements Logged in as:jade hey Collections (0)	📜 Cart (0
	Building, Tune-Ups		
	Complaints - Building & Property		
Than	Licenses - Short Term Rentals		
$\bigcirc$	Licenses - Taxi & For-Hire	record type, additional action may be required. Go	
$\bigotimes$	Licenses - Trade & Equipment	coord type, additional action may be required. Co	
	Permits - Parking & Truck		
	Permits - Street Use		
Item	Permits - Trade, Construction & Land Use		
	Rental Housing Registration (RRIO)		
Record I	AP 19 000128		

**14. CLICK:** Add Units in the Action column of your Short-Term Rental License Application row

Hon	me I	My Records	Help		ents Logged in as	iade hev Collec	tions (0) 📜 Car	t (0) Reports (1) 🗸	Account Managen
ly S	Short	Term Re	ntal Licen	se Records	S				
ly S	Short 19 1-8 of 8	Term Re		Se Records	S				
ly S	Short 1-8 of 8 Date	Term Re Download Results Record Number	ntal Licen Add to Collection Record Type	Add to cart	S Project Name	Expiration Date	Status	Action	Sho

### **15. CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Contact Information	> Contact Information			
This process is to add are registen, a units op	units to a license or license application perated before September 30, 2017,	on or remove units. You will enter those units first. The fi	need the address(es) of the unit(s) yo rst unit you enter will determine your	ou wish to operate in the City of Seattle. If you legacy region.
For more information will also be required to	bout legacy regions, see this article: by load a Rental Registry of the nigh	https://seattlegov.zendesk.c ts the unit was booked in the	om/hc/en-us/articles/360026668314- e 12-month period prior to September	About-Legacy-Zones. For legacy units, you r 30, 2017
f you are listing a unit	as a prima x property, you may have	to provide documentation p	roving the address is your primary re	sidence.
If you are listing a unit number to complete th	as a secondary property, you will firs is application.	t need to register with Renta	I Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
To register with RRIO,	return to the home page of the patt	tle Services Portal, locate the	e Create New section, and select "Re	ntal Housing Registration (RRIO)."
If you are registering u Accommodation Licen	nits that meet the State of Washingto se for upload, and the license numbe	on stequirements to be a be er for each property.	d and breakfast, you will need a copy	of your Washington State Transient
<sup>e</sup> Indicates a required field				
Applicant				
The contact below is a	is currently listed on the parent license or a	application record.		
Jade Marie Enterpris Address: 123 Front	es St			
SEATTLE Email: jade.redfield@ Primary Phone: (+1) Secondary Phone:	;, WA, 98021 seattle.gov 573-493-0458			

#### Which unit do I add first?

If you operate **legacy** units, **first** add a legacy unit from the legacy **region** you wish to be your primary legacy region. You can find more information about legacy units in the <u>About Legacy Zones</u> section in this document.

#### **16. READ:** the information on this page

#### CLICK: Add Unit

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
tep 2: Application Detail > A	pplication Detail			
his process is to add u re registering units op	units to a license or license applicati erated before September 30, 2017,	on or remove units. You will ne enter those units first. The firs	eed the address(es) of the unit(s) yo t unit you enter will determine your l	ou wish to operate in the City of Seattle. If you legacy region.
or more information a ill also be required to	bout legacy regions, see this article: upload a Rental Registry of the nigh	https://seattlegov.zendesk.com ts the unit was booked in the	m/hc/en-us/articles/360026668314 12-month period prior to September	About-Legacy-Zones. For legacy units, you 30, 2017
you are listing a unit a	as a primary property, you may have	to provide documentation pro	wing the address is your primary re	sidence.
f you are listing a unit a mber to complete thi	as a secondary property, you will firs s application.	t need to register with Rental	Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
c register with RRIO, I	return to the home page of the Seat	le Services Portal, locate the	Create New section, and select "Re	ntal Housing Registration (RRIO)."
f you are registering ur Ac commodation Licens	nits that meet the State of Washingto e for upload, and the license numbe	on's requirements to be a bed er for each property.	and breakfast, you will need a copy	of your Washington State Transient
Indicates a required field In t Manageme	nt			
fyou are registering units that	were in operation before September 30, 2019, pl he "Remove" column unless you wish to delete/	ase enter those units first. The first unit emove the unit from the application/lice	you enter will determine your primary region. 15e.	
Click the checkbox in t			Description	Registered Date Status Type
Details Remove Unit	Record ID Address			
OU click the checkbox in t Detäils Remove Unit Add Unit	Record ID Address	entering your units. By clicking the Subr	nit Units button, you attest that the unit informal	tion entered is true and correct.

#### 17. ENTER: the unit address

#### **CLICK:** Search Address

Street Number 700	Street Prefix	Street Name 5th	Street Type	Street Suffix	Clear Address	Search Address	
-							

Uploading Documents	
Note: the document upload section may look different depending on your browser. These instructions are for Google Chrome in Windows 10.	

#### **18. SELECT:** the correct address

#### **CLICK:** Select Address

Address 700 5th Ave, Seattle, Washington, 98104 700 5th Ave N, Seattle, Washington, 98109 700 5th Ave S, Seattle, Washington, 98104 700 5th Ave W, Seattle, Washington, 98104 Select Address	Street Number 700	Street Prefix Street Name           T         5th	Street Type Street Suffix	Clear Address Search Address
700 5th Ave, Seattle, Washington, 98104       700 5th Ave, N, Seattle, Washington, 98104       700 5th Ave S, Searce, Washington, 98104       700 5th Ave W, Seattle, Washington, 98104       700 5th Ave W, Seattle, Washington, 98104	Address			
700 5th Ave N, Seattle, Washington, 98109 700 5th Ave S, Seattle, Washington, 98104 700 5th Ave W, Seattle, Washington, 90119 Select Address	<ul> <li>700 5th Ave, S</li> </ul>	attle, Washington, 98104		
700 5th Ave S, Searce, Weshington, 98104       700 5th Ave W, Seattle, Washington, 98104       Select Address	- You C'll Ave N.	Seattle, Washington, 98109		
O 700 5th Ave W, Seattle, Washington, ec. 40 Select Address	<ul> <li>700 5th Ave S,</li> </ul>	Seame, Machington, 98104		
	<ul> <li>700 5th Ave W,</li> </ul>	Seattle, Washington, au 19		Select Address

#### **19. ENTER:** the required information

NOTE: New fields may appear depending on your selections

Street Number 700	Street Prefix	Street Name 5th		Street Type AVE 🔻	Street Suffix	Clear Address
Uni Record ID	Deverteurs Lithea Contro		Registere	ed Date		
Type	STR		Statu			
Property Type		•				
Unit Number (If there is no unit number enter NA)		•				
Description						
Primary Residence	⊖ Yes ⊖ No*					
Number of Bedrooms		•				
Have you been operating this unit prior to September 30, 2017?	🔘 Yes 🔘 No*					
I certify that I am the owner of this unit	🕞 Yes 💮 No*					
			Select Docur	ment Category Select		T
			Choose Uploaded Do	File No file chosen	Upload	
						Verify Unit Cancel

**20.** Documents may be required to be uploaded, red text will display on the bottom-right **CLICK:** Choose File



NAVIGATE: to the correct file SELECT: the file CLICK: Open

•	on terminentals > OAT > STR-OAT-DOCS	✓ O	Search STR-UAT-Docs	م
rganize 🔻 🛛 New folde	er		□== □== ▼	
A Ouish second	Name	Date modified	Туре	Size
	🛃 ProofofPrimary	11/18/2018 3:04 PM	Microsoft Word D	0 KB
Desktop 🖈	a ProofOfPrimary2	11/18/2018 3:05 PM	JPG File	7 KB
👃 Downloads 🖈	ProofofPrimarv3	11/18/2018 3:06 PM	JPG File	20 KB
🚡 Pictures 🛛 🖈	😥 RentalRegistry	11/18/2018 3:06 PM	Microsoft Excel W	7 KB
📜 Camera Roll	TransientAccomodationLicense	11/18/2018 3:10 PM	Adobe Acrobat D	130 KB
📜 EnforcementApp				
Reports				
STR-UAT-Docs				
OneDrive - City of				
🞐 This PC				
🧈 Network 🛛 🗸 🗸	<			:
File na	ame: RentalRegistry	~	All Files	~

#### CLICK: Upload

Jnit Record ID   Registered Date   Registered Date   Registered Date   Popenty Type   Apartment   IN Number (If there is no unit number enter NA)   1922559   Description   Primary Residence   Image:	Street Number	Street Prefix	Street Name 5th	1	Street Type	Street Suffix	Clear Address
Jahl Racord ID       Registered Date         Region       Domoter         Type       Status         Property Type       Apartment         Int Number (If there is no unit number enter NA)       192569         Description       The unit on the ground floor on the west side of the building.         Primary Residence       Image: Status         Auweber of Badrooms       2         Area you been operating this unit prior to September 30. 2017       Image: Status         Prease upload a registry identifying the dates the dwar number was used as a short-term restal within the 12-month period prior to September 30. 2017         Prease upload a registry identifying the dates the dwar number was used as a short-term restal within the 12-month period prior to September 30. 2017         Prease upload a registry identifying the dates the dwar number was used as a short-term restal within the 12-month period prior to September 30. 2017         Prease upload a registry identifying the dates the dwar number was used as a short-term restal within the 12-month period prior to September 30. 2017         Prease upload a registry identifying the dates the dwar number was used as a short-term restal within the 12-month period prior to September 30. 2017         Choose File Rential Registry xlsx       Upload         Uploaded Documents:       Verify Uhit Cancel				]			
region       Downtown Urban Conter         type       STR       Status         roopedy Type       Apatrment       •         unk Number (If there is no unit number enter NA)       193569       •         Description       The unit on the ground floor on the west side of the building.       •         Primary Residence       •       Yes       No*         Auwer of Bedrooms       2       •         tave you been operating this unt prior to September 30, 2017       •       Yes <on no*<="" td="">         •       Yes<on no*<="" td="">       •       •         •       Yes<on no*<="" td="">       •       •       Yes<on no*<="" td="">         •       Yes<on no*<="" td="">       •       •       Yes<on no*<="" td="">       •         •       Yes<on no*<="" td="">       •       Yes<on no*<="" td="">       •       Yes       Yes       Yes&lt;</on></on></on></on></on></on></on></on></on></on></on></on></on></on></on>	Jnit Record ID			Register	ed Date		
ype     STR     Staus       troperty Type     Apartment     Image: Staus       hint Number (If there is no unit number enter NA)     1423659     Image: Staus       bescription     Image: Staus     The unit on the ground floor on the west side of the building.       hint Number (If there is no unit number enter NA)     1423659     Image: Staus       hint Number (If there is no unit number enter NA)     1423659     Image: Staus       hint Apartment     Image: Staus     Image: Staus       its     Image: Staus     Image: Staus       Its I am the owner of this unit     Image: Staus     Image: Staus       Image: Staus	Region	Downtown Urban Center					
roperty Type Apartment  Apartment	ype	STR		Status			
ht Number (If there is no unit number enter NA) 193569 escription The unit on the ground floor on the west side of the building. immary Residence •Yes No* umber of Bedrooms 2 ave you been operating this unit prior to September 30, 2017 •Yes No* verify that I am the owner of this unit •Yes No* ·Please upload a registry identifying the dates the dwe no unit was used as a short-term rental within the 12-month period prior to September 30, 2017 ·Please upload a registry identifying the dates the dwe no unit was used as a short-term rental within the 12-month period prior to September 30, 2017 ·Select Document Category Rentel Registration History • ·Choose File RentalRegistry.xlsx Upload Uploaded Documents: · Verify Unit Cancel	roperty Type	Apartment	*				
escription  In the unit on the ground floor on the west side of the building.  In mary Residence  Wes No*  Uniter of Bedrooms  2  Please upload a registry identifying the dates the dwelve unit was used as a short-term rental within the 12-month period prior to September 30, 2017 Select Document Category Reinel Registry xlsx  Verify Unit Cancel  Verify Unit Cancel	nit Number (If there is no unit number enter NA)	123569	•				
Primary Residence  Ves No*  Ves No*  2  verfy Unit Cancel  Verfy Unit Cancel	Description	The unit on the ground	d floor on the west side of the	e building.			
tave you been operating this unit prior to September 30, 2017? exertify that I am the owner of this unit • Yes No* • Please upload a registry identifying the dates the dwelling unit was used as a short-term rental within the 12-month period prior to September 30, 2017 Select Document Category Rental Registry xlsx Uploaded Documents: Verify Unit Cancel	rimary Residence	⊛ Yes ⊙ No*					
tave you been operating this unit prior to September 30, 2017	lumber of Bedrooms	2	_·				
eertify that I am the owner of this unit	lave you been operating this unit prior to September 30, 2017?	Yes   No*					
Please upload a registry identifying the dates the dwell or unit was used as a short-term rental within the 12-month period prior to September 30, 2017     Select Document Category Rental Registration History     Choose File Rental Registry.xlsx     Upload     Upload     Verify Unit Cancel	certify that I am the owner of this unit	Yes No*					
Select Document Category Remai Registration History Choose File Rental Registry xlsx Uploaded Documents: Verify Unit Cancel			* Please upload a	registry identifying the dates the	dweining unit was used as a sl	hort-term rental within the 12-mon	th period prior to September 30, 2017
Choose File RentalRegistry.xlsx Upload Uploaded Documents: Verify Unit Cancel				Select Docu	ment Category Rental Re	gistration History	•
Verify Unit Cancel				Choose Uploaded D	File RentalRegistry.xl	sx Upload	
							Verify Unit Cancel

The red text disappears when you have uploaded the required documentation, and green text displays indicating which document was uploaded. CLICK: Verify Unit

Select Document Categor	v Rental Registra	ation History		•
Choose File No fi	ie chosen	Upload <sup>Up</sup>	load was successful	
Uploaded Documents:				
1. Rental Registratio	on History - RentalReg	gistrylex		

If all of the information entered passes, a green message displays. A red message will display if the information cannot be verified.

#### **CLICK:** Save

reet Number	Street Prefix	Street Name	Street Type	Street Suffix	
00	Ŧ	5th	AVE •	•	Clear Address
nit Record ID			Registered Date		
egion	Downtown Urban Center				
pe	STR		Status Verified		
operty Type	Apartment	* *			
it Number (If there is no unit number enter NA)	123500	•			
	The unit on the grou	und floor on the west side of the build	ding.		
escription			1		
imary Residence	Yes O No*				
umber of Bedrooms	2				
ave you been operating this unit prior to September 30, 2	017? 🖲 Yes 🔵 No*				
ertify that I am the owner of this unit					
			Select Document Category	ental Registration History	<b>.</b>
			Choose File No file et		
			Unloaded Documents:	opioad	1
			1 Rental Registration His	tory - RentalRegistry vi	
			. Kenter regist abort is	tory recruit cybu y.x	
					Save Verify Unit Cancel

**21. REPEAT:** steps 6-20 to add another unit, if necessary

#### 22. CLICK: Submit Units

#### **CLICK:** Continue Application

Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
tep 2: Application Detail > App	olication Detail			
nis process is to add uni e registering units oper:	its to a license or license applicat ated before September 30, 2017	tion or remove units. You will n , enter those units first. The firs	eed the address(es) of the unit(s) you wish st unit you enter will determine your legacy	to operate in the City of Seattle. If y region.
r more information abo I also be required to up	out legacy regions, see this article pload a Rental Registry of the nig	e: https://seattlegov.zendesk.co hts the unit was booked in the	om/hc/en-us/articles/360026668314-About-l 12-month period prior to September 30, 20	.egacy-Zones. For legacy units, you 17
ou are listing a unit as	a primary property, you may hav	e to provide documentation pr	oving the address is your primary residence	ł.
you are listing a unit as unber to complete this a	a secondary property, you will fir application.	st need to register with Rental	Registration & Inspection Ordinance (RRIC	). You will need the RRIO registration
egister with RRIO, ret	turn to the home page of the Sea	ttle Services Portal, locate the	Create New section, and select "Rental Ho	using Registration (RRIO)."
you are registering units	s that meet the State of Washing for upload, and the license numb	ton's requirements to be a bed per for each property.	and breakfast, you will need a copy of you	Washington State Transient
Ind sates a required field				
ni Management	t			
ni Managemeni you re registering units that we	t rre in operation before September 30, 2019, p "Remove" column unless you wish to delete	lease enter those units first. The first uni	t you enter will determine your primary region. ense.	
you re registering units that we DNC folick the checkbox in the leta s Remove Unit Re	t rre in operation before September 30, 2019, p "Remove" column unless you wish to delete eccord ID Address	lease enter those units first. The first uni siremove the unit from the application/lice	t you enter will determine your primary region. Inse. Description	Registered Date Status Type
you re registering units that we DNC click the checkbox in the leta s Remove Unit Re	t rre in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address 12000052 - 700 5	ilease enter those units first. The first uni irremove the unit from the applicationflice th AVE	t you enter will determine your primary region. ense. Description The unit on the ground floor on the west side of the building	Registered Date Status Type 07/30/2019 Verified STR
vou re registering units that we NC click the checkbox in the Deta s Remove Unit Re	t re in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address 12000052 - 700 5	lease enter those units first. The first uni dremove the unit from the application/lion th AVE	t you enter will determine your primary region. Inse. Description The unit on the ground floor on the west side of the building	Registered Date Status Type 07/30/2019 Verified STR
Add Linit	t rre in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address 12000052 - 700 5	lease enter those units first. The first uni siremove the unit from the application/lice h AVE	t you enter will determine your primary region. Inse. Description The unit on the ground floor on the west side of the building	Registered Date Status Type 07/30/2019 Verified STR
you re registering units that we DNC click the checkbox in the Deta s Remove Unit Re 4 Add Unit Submit Units Submission co	t rre in operation before September 30, 2019, p "Remove" column unless you wish to delete eccord ID Address 12000052 - 700 5 mpleted successfully	elease enter those units first. The first uni elremove the unit from the applicationflice th AVE	t you enter will determine your primary region. ense. Description The unit on the ground floor on the west side of the building	Registered Date Status Type 07/30/2019 Verified STR
Add Units Save and Resume Later	t rre in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address 12000052 - 700 5 mpleted successfully	elease enter those units first. The first uni elremove the unit from the application/lice th AVE	t you enter will determine your primary region. ense. Description The unit on the ground floor on the west side of the building	Registered Date Status Type 07/30/2019 Verified STR Continue Application »

#### What if I want to add more units later?

No problem! You can submit and pay for this one now, and add and pay for more later as long as you are within the maximum number of units allowed under City of Seattle requirements.

#### 23. REVIEW: the information

### **CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

**CLICK:** Continue Application

Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
tep 3: Review				
Save and Resume Late	er			Continue Application »
Please review all information	on below. Click the "Edit" buttons to make	changes to sections or "Continue	Application" to move on.	
Record Type				
Init Amendment				
Applicant				Edit
ndividual ade hey 23 front st EATTLE, WA, 98372 Inited States Yrimary Phone:(+1)374-85 Email: hey@jade.com	9-5934			
anna that the information		hat I am is compliance with City o	f Castilla Outlingman 125400 and all asso	istad Diseataria Dulas
By checking this box	agree to the above certification	nat i am in compliance with City o	r Seattle Ordinance 125450 and an assor	Date:
,	5			
Save and Resume Lat	er			Continue Application »

#### 24. CLICK: Check Out



#### 25. CLICK: Check Out

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
tep 1:Select item to pay			
ou can pay for items later by	clicking on Edit Cart and removing the	items you don't want to pay now.	
you plan to pay by check, s	see How Do I Pay by Check? for furth	er instructions.	
f somebody else is responsible	e for paying fees, see How to Pay Fee	·S.	
FAY NOW			
No Address			
Application(s)   \$75.00 Unit Amendment 1 TMP-009825	Total due: \$75.00		
\$75.00			
Checkout » Edit Cart	b» Back to Home »		

26. ENTER: Credit Card Information and Credit Card Holder Information

#### **CLICK:** Submit Payment

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
Step 2 : Payment Information			
ay now with a credit card.			
Payment Options		<ul> <li>indicates a requir</li> </ul>	red field.
mount to be observed: \$75.00			
Pay with Credit Card			
redit Card Information	ation:		
Card Type: * Card Number:	Security Code:		
Select  No dashes or spaces			
Name on Card:	Expiration Date:		
	2019		
Credit Card Holder	Information:		
Auto-fill with iade heve			
Country:			
United States	•		
Street Address:			
City: * State:	* Zip:		
Phone:		N	
+ 1 )	)	à	
mail:			
Submit Payment »			



**27.** A Thank You page loads, and your license is issued.



# What do I need to include on each listing?

You need to include your **Short-Term Rental Operator License record number** or **Bed and Breakfast Rental Operator License record number** on every listing. Below are the steps to get to that number and print your license. Printing the license is not required, but is available to you.

#### Start at any page in the Seattle Service Portal

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. CLICK: on My Records

**CLICK:** on Licenses - Short Term Rentals

eattl	e Services Portal		
A Home	Help		
	My Records Overview Building Tune-Ups	Announcements Logged in as:hello jade	Collections (0) 🏾 📜 Cart (0) Account Mana
Sea En	Complaints - Building & Property Licenses - Short Term Rentals	Q.T	
We You	Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use	Schedule	Q Find Existing
•	Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Propert     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment
	Licenses - Taxi & For-Hire Licenses - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul><li>Permits - Parking &amp; Truck</li><li>Permits - Street Use</li></ul>
•	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Permits - Trade, Construction &amp;</li> <li>Public Notices</li> <li>Rental Housing Registration (R</li> </ul>

3. LOCATE: the Short Term Rental Operator License or Bed and Breakfast Rental Operator License record type, and then the record number for the same row. The value the format STR-OPLI-XX-XXXXXX or STR-BB-OPLI-XX-XXXXXX is your license number

Seattle.gov Mayor Jenny A. Durkan								
Seattle Services Portal								
Home III	ly Records	Help						
			Announcements	Logged in as:he	llo jade Collecti	ons (0) 🏾 🎽 Cart	(0) Reports (1)  Account Ma	anagement Logout
My Short Torm Pontal License Pocords								
iviy Short Term Rental License Records								
Showing 1-4 o	f 4   Download Resu	Its   Add to Collection	Add to cart					
Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
07/18/20	19 STR-STUN-19- 000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
07/18/20	19 STR-OPLI-19- 000183	Short-Term Rental Operator License		Short-Term Rental Operator License	07/18/2020	Active	Add/Edit Units or Manage License	9
07/10/20	19 STR-UNAM-19- 000101	Unit Amendment						
07/16/20								
07/18/20	19 STR-OPAP-19- 000130	Short-Term Rental Operator License Application				Issued		
**4. CLICK:** on the record number of your Short-Term Rental Operator License or Bed and Breakfast Rental Operator License

att	le Ser	vices Po	ortal				
lome	I∎My	Records 🕐	Help				
				P Announcements	Logged in as:he	llo jade Collect	ions (0) 🏾 🎽
Showi	inc 1-4 of 4	Download Results	s   Add to Collection	Add to cart			
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
	Date 07/18/2014	Record Number STR-STUN-19- 000108	Record Type Short-Term Rental Unit	Description	Project Name Short-Term Rental Unit	Expiration Date	Status Active
	Date 07/18/2010 07/18/2019	Record Number STR-STUN-19- 000108 STR-OPLI-19- 000183	Record Type Short-Term Rental Unit Short-Term Rental Operator License	Description	Project Name Short-Term Rental Unit Short-Term Rental Operator License	Expiration Date	Status Active Active
	Date 07/18/2010 07/18/2019 07/18/2019	Record Number STR-STUN-19- 000108 STR-OPLI-19- 000183 STR-UNAM-19- 000101	Record Type Short-Term Rental Unit Short-Term Rental Operator License Unit Amendment	Description	Project Name Short-Term Rental Unit Short-Term Rental Operator License	Expiration Date	Status Active Active

## 5. CLICK: on Attachments

Mayor Jenny	A. Durkan
Seattle S	Services Portal
thome ≣I	My Records 2 Help
	Announcements Logged in as:hello jade Collections (0) 🐺 Cart (0) Reports (1) 🛩 Account Management Logout
Search All Resords Enter an addre	s
Record Status: A Expiration Date: Record Info:	Active 07/18/2020
Record Status: A Expiration Date: Record Info: Record Details	Active 07/18/2020 Processing Status Related Records Attachments
Record Status: A Expiration Date: Record Info: Record Details Payments: Fees	Active 07/18/2020 Processing Status Related Records Attachments
Record Status: A Expiration Date: Record Info: Record Details Payments: Fees Custom Compor	Active 07/18/2020 Processing Status Related Records Attachments
Record Status: A Expiration Date: Record Info: Record Details Payments: Fees Custom Compor	Active 07/18/2020 Processing Status Related Records Attachments

The steps below may be different on your computer depending on your operating system, your internet browser, or your internet browser settings.

The following steps are in Chrome in Windows 10.

6. CLICK: on Operator License report.pdf

Record Short-Term	STR-OF Rental Operat	PLI-19-00018 or License	33				/ Like	Add to cart Add to collection
Record Statu Expiration Da	s: Active ate: 07/18/2020	)						
Record Info: Record Deta	ils Processin	ng Status Related R	ecords Attach	hments				
Fayments: Fees Custom Con	nponent							
A ttachm	ents							
The naximum fi	le size allowed is	500 MB.						
Name	Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
Operator License report.pdf	STR-OPLI-19- 000183	Short-Term Rental Operator License	Record	Operator License report	357.80 KB	07/18/2019	Actions -	Short-Term Rental Operator License - STR- OPLI-19- 000183

7. The file appears on the bottom bar of the browser.

## **CLICK:** on the file

l me	Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
Dpentor icen eport.µdf	STR-OPLI-19- 000183	Short-Term Rental Operator License	Record	Operator License report	357.80 KB	07/18/2019	Actions 🗸	Short-Term Rental Operator License - STR- OPLI-19- 000183

8. The license opens in a new tab

**CLICK:** the print icon at the top of the page and follow the prompts to print

	****	<u> </u>		
(X)X)X)	City of Seattle Short- Lic Number: STR- Expiry: Ju	<b>Term Rental Ope ense</b> OPLI-19-000183 ly 18, 2020	erator	(XXXX)
XXXXX	This license allows you to legally list and/or op Operator License in the City of Seattle:	erate the following units for Shor	t-Term Rental	XXXXX
$\sim$	Address	U	nit	
XX	700 5th AVE SEATTLE WA	33	74859598	

# How do I apply for a Bed and Breakfast Operator License?

Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- LOGIN: to your account or see <u>How do I set up my Seattle Services Portal Account</u> in this document
- 2. SELECT: Licenses Short Term Rentals



3. SELECT: Bed and Breakfast Rental Operator License Application

**CLICK:** Continue Application

hoose one of o view existing fter submittin	the following Available record types. For assistance or to apply for a record type not listed below contact us. records or to make changes to your records, lick on the My Records link above. g, check your email for additional instructions.	
✓ Short-Te	rm Rental License Applications	
<ul> <li>Bed and E</li> <li>Platform L</li> </ul>	reakfast Rental Operator License Application icense Application	
Continue Ap	plication »	

**4. CLICK:** Select from Account

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	
tep 1: Contact Information > Co	ntact Information			
ou have selected a Bed a of and breakfast, have a b bed and breakfasts in S eed the following:	nd Breakfast Rental Operator License Applic Washington State Transient Accommodation eattle, and wish to license their Seattle bed a	ation. This application is for operators v License, meet Seattle Department of C Ind breakfast rental units to be listed on	ho meet the State of Washington's requirements to onstruction and Inspections' land use code requirem Short-Term Rental Platforms. For this application, y	be a nents ou will
Current City of Seattl     Names and email add	e Business License Number dresses of all members and property owners			
IO <sup>-</sup> E: after completing the ective an email with instru	e record, a Thank You page will load. The applictions for adding units shortly after submittin	plication process is not complete until a g this application.	Unit Amendment is completed and paid for. You will	
yo I are looking for a sho	rt-term rental operator license, click the back	button on your browser and select Sho	t-Term Renal Operator License Application.	
Indicites a required field				
* Applicant (requ	ired)			
Select a contact using the b	outton(s) below.			
Select from Account	)			
Save and Resume Later			Continue Application	on »

	1	series ripplication	
1 Contact Information	2 Application Detail	3 Review	4 Record Issuance
Step 1: Contact Information > Contact	Information		
You have selected a Bed and B bed and breaklest, have a Was or bed and breaklests in Seatt heed the following:	Breakfast Rental Operator License Applica shington State Transient Accommodation le, and wish to license their Seattle bed a	ation. This application is for operators of License, meet Seattle Department of 0 nd breakfast rental units to be listed or	who meet the State of Washington's requirements to be a Construction and Inspections' land use code requirements In Short-Term Rental Platforms. For this application, you w
Current City of Seattle     Names and email addres	siness License Number ses of all members and property owners		
NOTE: after completing the red eceive an email with instructio	cord, a Thunk You page will load. The app ns for adding units shortly after submitting	lication process is not complete until a g this application.	Unit Amendment is completed and paid for. You will
f you are looking for a short-te	rm rental operator lice se, click the back	button on your browser and select Sho	ort-Term Renal Operator License Application.
Indicates a required field			
*Applicant (require	d)		
Select a contact using the butto	n(s) below.		
Contact added successfully.			
Jade Marie Enterprises Address: 123 Front St			
SEATTLE, WA, 980 Email: jade.redfield@seattle.go Primary Phone: (+1)573-493-0 Secondary Phone:	121 v 458		
Remove			
Save and Resume Later			Continue Application »

If the information selected from your account isn't correct, go to **Account Management**. In the Contact Information section, **click "Actions"** to the right of your contact, and **select "View"**. Make your changes and **save**. 6. ENTER: Your City Business License/Customer Number

	2 Application Detail	3 Review	4 Record Issuance
2 : Application Detail > Application	Detail		
ndicates a required field			
CITY BUSINESS LI	CENSE DETAILS		
If you do not know your Custome license within the last 48 hours, a business license is expired or cur	r Number, you can search for it at this w ose changes may not be reflected and remly has open obligations associated mber:	vebsite: https://www.seattle.gov/licenses/find-a-bus will prevent you from completing this application; p with it, go to FileLocal (https://www.filelocal-wa.gov	iness if you have created a new, or updated an existing business please click Save and Resume Later, and try again in 48 hours. If your //Default_FileLocal.aspx) to remedy the issue.
Business License/Customer Nu			
Customer Number Status:	Select	· •	
Customer Number Status: Does the account have unpaid ba taxes?:	Select lances and/or unfiled O Yes O N	- Vo	
Customer Number Status: Does the account have unpaid ba taxes?: Open Date:	Select lances and/or unfiled O Yes O N	No	
Customer Number Status: Does the account have unpaid ba taxes?: Open Date:	Select lances and/or unfiled O Yes O N	No	

## 7. CLICK: outside of the field

The other City Business License Details fields populate

CITY BUSINESS LICENSE DETAI	LS
If you do not know your Customer Number, you can searc business license within the last 48 hours, those changes r 48 hours. If your business license is expired or currently h	h for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing nay not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in as open obligations associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal aspx) to remedy the issue.
* Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled taxes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009

8. SCROLL DOWN: to Member or Owner List

#### CLICK: Add a Row

IEMBER OR OWNER LIS	Т		
ist all organization members or property own	ers. Note: if you are a tenant (only applicable ir	legacy downtown urban center), you do not have to li	st the property owner.
First Name	Last Name	Email Address	
No records found.			
Add a Row   🔻 Edit Selected Dele	te Selected		
ave and Resume Later			Continue Application »

**ENTER:** the member or property owner's first name, last name, and email address

### **CLICK:** Submit

MEMBER LIST List all organization meml urban center), you do not	bers or property owners. Note: if you a have to list the property owner.	are a tenant (only applicable in legacy	<b>X</b> downtown
* First Name:	* Last Name:	* Email Address:	
Submit		Cancel	

**REPEAT:** this step to add additional members or property owners.

**NOTE:** If you are an individual, you may not need to enter anything in the Member or Owner List section.

## 9. CLICK: Continue Application

Deep Date: Yes ® No   Open Date: 07/15/2009      Centration members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.   Showing 1-1 of 1   i First Name Last Name   i Jayne Dough   Jayne@dough.co Actions >   Continue Application >	Customer Number Status:	Active		
Dopen Date: 07/15/2009   ACMEMBER OR OWNER LIST   List all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.   Showing 1-1 of 1    First Name    Jayne    Dough    Jayne@dough.co      Add a Row v Edit Selected    Continue Application and the property deed. Delete Selected	Doe, the account have unpaid balances and/or unfile axes?.	d 🔾 Yes 🖲 No		
AEMBER OR OWNER LIST         ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the roperty owner.         Showing 1-1 of 1          First Name       Last Name       Email Address         Jayne       Dough       Jayne@dough.co       Actions -         Add a Row   <	Open Date:	07/15/2009	<b></b>	
ISEMBER OR OWNER LIST         ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the roperty owner.         Showing 1-1 of 1         Image:			—	
ISEMBER OR OWNER LIST   ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the roperty owner.   Showing 1-1 of 1   Image: I				
Ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the roperty owner.   Showing 1-1 of 1   Image:				
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the roperty owner. Showing 1-1 of 1    First Name Last Name   Jayne Dough   Jayne@dough.co Actions <	IEMBER OR OWNER LIST			
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner. Showing 1-1 of 1          First Name       Last Name       Email Address         Jayne       Dough       Jayne@dough.co       Actions <				
Is all digalization members or property owners, including anyone on the property deed. Note: If you are a tenant (only applicable in legacy downtown urban center), you do not have to list the roperty owner.  Showing 1-1 of 1  I Jayne Dough Jayne@dough.co Actions  Add a Row  I Edit Selected Delete Selected Continue Application				
inoperty owner. Showing 1-1 of 1 ■ First Name Last Name Email Address Jayne Dough Jayne@dough.co Actions ▼ Add a Row ▼ Edit Selected Delete Selected we and Resume Later Continue Application >				
Showing 1-1 of 1       First Name     Last Name     Email Address       Jayne     Dough     Jayne@dough.co       Add a Row     Edit Selected     Delete Selected	ist all organization members or property owners, inc	luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown ur	oan center), you do not have to list the
Showing 1-1 of 1       First Name     Last Name     Email Address       Jayne     Dough     Jayne@dough.co     Actions ▼       Add a Row ▼ Edit Selected     Delete Selected     Continue Application >	ist all organization members or property owners, inc roperty owner.	luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown urt	pan center), you do not have to list the
First Name     Last Name     Email Address       Jayne     Dough     Jayne@dough.co     Actions •       Add a Row     Edit Selected     Delete Selected     Image: Continue Application >	ist all organization members or property owners, inc roperty owner.	luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown urt	ban center), you do not have to list the
Jayne     Dough     Jayne@dough.co     Actions +       Add a Row     Edit Selected     Delete Selected     Continue Application >	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1	luding anyone on the property deed. Not	e: if you are a tenant (only applicable in legacy downtown urt	oan center), you do not have to list the
Add a Row 🔻 Edit Selected Delete Selected	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 First Name	luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown urt Email Address	oan center), you do not have to list the
ave and Resume Later	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 First Name Jayne	luding anyone on the property deed. Note Last Name Dough	e: if you are a tenant (only applicable in legacy downtown urt Email Address Jayne@dough.co	oan center), you do not have to list the Actions ▼
ave and Resume Later	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 First Name Jayne Add a Row V Edit Selected Delete Sele	luding anyone on the property deed. Note Last Name Dough	e: if you are a tenant (only applicable in legacy downtown urt Email Address Jayne@dough.co	oan center), you do not have to list the Actions ↓
ave and Resume Later Continue Application »	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 First Name Jayne Add a Row V Edit Selected Delete Sele	Iuding anyone on the property deed. Note Last Name Dough	e: if you are a tenant (only applicable in legacy downtown urt Email Address Jayne@dough.co	oan center), you do not have to list the Actions ▼
	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 First Name Jayne Add a Row 👻 Edit Selected Delete Sele	Iuding anyone on the property deed. Note Last Name Dough	e: if you are a tenant (only applicable in legacy downtown urt Email Address Jayne@dough.co	oan center), you do not have to list the Actions ▼
	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 First Name Jayne Add a Row V Edit Selected Delete Sele	Last Name Dough	e: if you are a tenant (only applicable in legacy downtown urt Email Address Jayne@dough.co	continue Application >
	ist all organization members or property owners, inc roperty owner. Showing 1-1 of 1 Jayne Add a Row V Edit Selected Delete Sele ave and Resume Later	Iuding anyone on the property deed. Note Last Name Dough	e: if you are a tenant (only applicable in legacy downtown urt Email Address Jayne@dough.co	oan center), you do not have to list the Actions ↓ Continue Application »

**10. CLICK**: the checkbox to confirm your compliance with City of Seattle requirements

**CLICK**: Continue Application

ed and Breakfast Renta	I Operator Lic	ense Application		
Contact 2 A	oplication Detail	3 Review	4 Record Issuance	
ep 3 : Review				
Save and Resume Later			Continue Application »	
ease review all information below. Click the "Edit" b	uttons to make changes to see	ctions or "Continue Application" to move on.		
Record Type				
d and Breakfast Rental Operator License Appli	cation			
Applicant			Edit	
fividual				
ka ATTLE. WA. 65456				
ited States				
naiy Filone. (+1)504-043-5105 nail:hi@jadehi.co				
CITY BUSINESS LICENSE D	ETAILS			
			Edit	
siness License/Customer Number:	722502			
es the account have unpaid balances and/or unfile	d No			
kes?:	07/15/2000			
l	07713/2008			
WEWBER OR OWNER LIST				
			Edit	
irst Name	Last Name		Email Address	
	ar se si bi i			
anna that the information and in the second second	at and some that I are in a sec	alianae with Oike of Secreta Ordinance 100.00	0 and all approximated Director's During	_
gree that the information provided is true and corre	u, and agree that I am in com	pliance with City of Seattle Ordinance 12546	v anu an associated Director's Küles.	
by checking the source to the above certification	tion.		Date.	
Save and Resume Later			Continue Application »	

#### **11.** A Thank You page loads

#### **!!! YOUR APPLICATION IS NOT COMPLETE !!!**

Seatt	e Services Portal		
<b>↑</b> Home	■My Records ②Help		- 1
Than	Announcements Logged in as:jade hey Collections (0) k You	🏋 Cart (0)	Reports
$\oslash$	Your information has been submitted. Depending on your record type, additional action may be required. Go to <b>My Records</b> to view actions.		
ltem			
		_	_



## 12. CLICK: on My Records

A Home	I≣My Records		
	My Redords Overview	ouncements Logged in as:jade hey Collections	(0) 🎽 Cart (0
	Building, <sup>F</sup> une-Ups		
	Complaints - Building & Property		
Than	Licenses - Short Term Rentals		
0	Licenses - Taxi & For-Hire	record type, additional action may be required. Go	
$\otimes$	Licenses - Trade & Equipment		
	Permits - Parking & Truck		•
	Permits - Street Use		
Item	Permits - Trade, Construction & Land Use		
	Rental Housing Registration (RRIO)		

13. CLICK: Add Units in the Action column of your Bed and Breakfast Rental License Application row

	Records	Help						
				P Announcemen	ts Logged in as:jade hey Col	llections (0) 🏾 📜 C	art (0) Reports (1) 🕶	Account Management Log
M	v Sho	rt Torm Re	ntal ticon	se Record	e			
111								
	y Ono		Find Lioun		•			
Sho	iowing 1-10 c	of 14   Download Res	sults   Add to Collectio	on   Add to can				
She	owing 1-10 c	of 14   Download Re	sults   Add to Collectio	on   Add to can	Expiration			
Sh	nowing 1-10 c	of 14   Download Res	sults   Add to Collectio	on   Add to can Description	Project Name Date	Status	Action	Short Notes
She	nowing 1-10 c	f 14   Download Re	sults   Add to Collectio Record Type Bed and Breakfast	on   Add to can Description	Project Name Pate	Status	Action	Short Notes
She	Date	of 14   Download Res Record Number 9 STR-BB-OPAP- 19-000033	suits   Add to Collectio Record Type Bed and Breakfast Rental Operator	on   Add to can Description	Project Name Expiration Onte	Status	Action Add Units	Short Notes

## **14. CLICK:** Continue Application on the Contact Information page

Unit Ameno	dment			
1 Unitact 1 Internation	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Con. ct Informati	on > Contact Information			
This process is to ad are registering units	t units to a license or license application operated before September 30, 2017, 4	on or remove units. You will r enter those units first. The fir	need the address(es) of the unit(s) ye st unit you enter will determine your	ou wish to operate in the City of Seattle. If you legacy region.
For more information will also be required	n about legacy regions, see this article: to upload a Re tal Registry of the nigh	https://seattlegov.zendesk.co ts the unit was booked in the	om/hc/en-us/articles/360026668314 12-month period prior to Septembe	About-Legacy-Zones. For legacy units, you r 30, 2017
If you are listing a un	it as a primary propeny, you may have	to provide documentation pr	oving the address is your primary re	sidence.
If you are listing a un number to complete	it as a secondary property, you will first this application.	t need to register with Rental	Registration & Inspection Ordinanc	e (RRIO). You will need the RRIO registration
To register with RRIC	), return to the home page of the Seatt	le Services Portal, locate the	Create New section, and select "Re	ental Housing Registration (RRIO)."
If you are registering Accommodation Lice	units that meet the State of Washingto ense for upload, and the license numbe	n's requirements to be a bec r for each property.	I and breakfast, you will need a copy	r of your Washington State Transient
* Indicates a required fiel	d			
Applicant				
The contact below is	as currently listed on the parent license or a	application record.		
jade hey				
Address: 123 from	it st			
SEATTL Email: hey@jade.co Primary Phone: (+1 Secondary Phone:	LE, WA, 98372 m )374-859-5934			
Save and Resume L	ater			Continue Application »

## **15. READ:** The information on this page

## CLICK: Add Unit

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 2: Application Detail > A	pplication Detail			
This process is to add units op	units to a license or license applica erated before September 30, 2017	tion or remove units. You will n , enter those units first. The firs	eed the address(es) of the unit(s) yo st unit you enter will determine your	ou wish to operate in the City of Seattle. If you legacy region.
or more information a ill also be required to	bout legacy regions, see this article upload a Rental Registry of the nig	thttps://seattlegov.zendesk.co	om/hc/en-us/articles/360026668314- 12-month period prior to Septembe	-About-Legacy-Zones. For legacy units, you r 30, 2017
you are listing a unit a	as a primary property, you may hav	e to provide documentation pr	oving the address is your primary re	esidence.
you are listing a unit a unit a unit to complete thi	as a secondary property, you will fir s application.	st need to register with Rental	Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
o register with RRIO,	return to the home page of the Sea	ttle Services Portal, locate the	Create New section, and select "Re	ental Housing Registration (RRIO)."
you are registering un	hits that meet the State of Washing te for upload, and the license numb	ton's requirements to be a bed er for each property.	and breakfast, you will need a copy	y of your Washington State Transient
Indicates a required field nit Manageme	nt			
you are registering units that	were in operation before September 30, 2019, p he "Remove" column unless you wish to delete	lease enter those units first. The first uni	t you enter will determine your primary region. ense.	
etails Remove Unit	Record ID Address		Description	Registered Date Status Type
Add Unit Submit Units Please click	the Submit Units button once you have finishe	d entering your units. By clicking the Sub	mit Units button, you attest that the unit informa	tion entered is true and correct.

#### **16. ENTER:** the unit address

#### **CLICK:** Search Address

Street Number 700	Street Prefix	Street Name 5th	Street Type	Street Suffix	Clear Address	Search Address	I

## 17. SELECT: the correct address

## **CLICK:** Select Address

Street Number 700	Street Prefix Street Name	Street Type S	Teet Suffix  Clear Address Search Address
Address	- 0		
700 Sth Av	e, Seattle, Washington, 98104 e N, Seattle, Washington, 98109		
0 700 5th Av	ve S. Seame, Mashington, 98104		
0 700 501 A	e w, seame, washington, as		Select Address

## **18. ENTER:** the required information

NOTE: New fields may appear depending on your selections

Street Number 700	Street Prefix	Street Name 5th	s	AVE V	Street Suffix	Clear Address
Jnit Record ID			Registered Da	ate		
Region	Downtown Urban Center					
Гуре	BB		Status			
Property Type	<b>*</b>					
Jnit Number (If there is no unit number enter NA)	·	•				
Description			1			
Primary Residence	⊛ Yes _ No*					
Number of Bedrooms	•	•				
certify that I am the owner of this unit	⊛ Yes ⊖ No*					
Nashington State Transient Accomodation	•					
			* Please upload the docu	ument 'Washington State	Transient Accommodation Licer	ise' for this unit
			Select Document Catego	Washington Sta	te Transient Accommodat	ion License 🔻
			Choose File No f Uploaded Documents:	file chosen	Upload	
						Verify Unit Cance

Uploading Documents	
Note: the document upload section may look different depending on your browser. These instructions are for Google Chrome in Windows 10.	

19. You are required to upload a copy of your Washington State Transient Accommodation License, red text will display on the bottom-right
 CLICK: Choose File

reet Number	Street Prefix S	Street Name	S	Street Type	Street Suffix	
00	•	5th	1	AVE 🔻	•	Clear Addres
nit Record D			Registered Di	ate		
egion	Downtown Urban Center		-			
pe	BB		Status			
operty Type	Condo 🔹 *					
nit Number (If there is no unit number evter NA	123456					
escription	The unit with the red door.					
imary Residence	⊖ Yes ⊛ No					
umber of Bedrooms	4					
ertify that I am the owner of this unit	⊛ Yes ⊙ No*					
ashington State Transient Accomodation	123-A705					
			* Please upload the docu	ument 'Washington State	Transient Accommodation Lie	ense' for this unit
			Select Document Catego	wy Washington Sta	te Transient Accommod	ation License 🔻
			Choose File No f	file chosen	Upload	
						Verify Unit Cance

## **NAVIGATE:** to the correct file

# SELECT: the file



#### **CLICK:** Upload



The red text disappears when you have uploaded the required documentation, and green text displays indicating which document was uploaded.

**CLICK:** Verify Unit



If all of the information entered passes, a green message displays. A red message will display if the information cannot be verified.

## **CLICK:** Save

treet Number	Street Prefix	Street Name		Street Type	Street Suffix	
700	T	5th		AVE 🔻	•	Clear Address
Init Record ID			Registered	I Date		
legion	Downtown Urban Center		Status	Varified		
ype			Status	venned		
roperty Type	Condo					
nit Number (If there is no unit number enter NA)	123455	*				
	The unit with the red door.					
escription						
			//			
rimary Residence	🔵 Yes 💿 No*					
umber of Bedrooms	4					
	- X N-					
ertify that I am the owner of this unit	Yes () NO					
/ashington State Transient Accomodation	123-A705					
			Select Document Sat	egory Washington St	ate Transient Accommo	dation License 🔻
			Choose File	o fue chosen	Upload	
			Uploaded Documents			
			1. Washington S	tate Transient Account	ation License - TransientAcco	modationLicense.pdf
					l III	ave Verify Unit Cancel
						ave verily offic Cancer

## 20. REPEAT: steps 6-20 to add another unit, if necessary

## 21. CLICK: Submit Units

### **CLICK:** Continue Application

nformation	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuanc	ce
2: Application Detail > A	polication Detail				
process is to add u	inits to a license or license application	on or remove units. You will r	eed the address(es) of the unit(s) y	ou wish to operate in the Ci	ity of Seattle. If you
registering units ope	erated before September 30, 2017,	enter those units first. The fir	st unit you enter will determine your	legacy region.	
more information at	oout legacy regions, see this article:	https://seattlegov.zendesk.co	om/hc/en-us/articles/360026668314	-About-Legacy-Zones. For I	legacy units, you
also be required to	upload a Rental Registry of the nigh	ts the unit was booked in the	12-month period prior to September	er 30, 2017	
ou are listing a unit a	as a primary property, you may have	to provide documentation pr	oving the address is your primary re	esidence.	
ou are listing a unit a	as a secondary property you will firs	t need to register with Rental	Registration & Inspection Ordinand	e (RRIO). You will need the	e RRIO registration
the to complete this	s application.	theed to register with rental	rtegioration a mopeetion oralitate	(rendo). Fou minitodu ind	
register with RRIO, r	eturn to the home page of the Seatt	le Services Portal, locate the	Create New section, and select "Re	ental Housing Registration (	(RRIO)."
commodation Licens	e for upload, and the license numbe	on's requirements to be a bed er for each property	and breakfast, you will need a cop	y of your washington State	Transient
		n for odon proporty.			
licates a required field		n for each property.			
ficates a required field	nt	n ini odon proporty.			
licates a required field t Managemei	nt	n to caan proporty.			
licates a required field t Managemei are registering units that of click the checkbox in th	nt were in operation before September 30, 2019, ple re "Remove" column unless you wish to delete/r	wase enter those units first. The first units move the unit from the application/lice	t you enter will determine your primary region. nse.		
licates a required field t Managemei are registering units that DT click the checkbox in th this Remove Unit	nt were in operation before September 30, 2019, ple se "Remove" column unless you wish to delete/r Record ID Address	ence enter those units first. The first un	t you enter will determine your primary region. Inse. Description	Registered Date	Status Type
licates a required field t Managemen are registering units that DT click the checkbox in th hits Remove Unit	nt were in operation before September 30, 2019, ple re "Remove" column unless you wish to deleter Record ID Address 123458 - 700 5th Al	vesse enter those units first. The first uni remove the unit from the application/lice	t you enter will determine your primary region. inse. Description The unit with the red door.	Registered Date	Status Type
Incates a required field t Managemen are registering units that DT click the checkbox in th IIIs Remove Unit	nt were in operation before September 30, 2019, ple re "Remove" column unless you wish to delete/r Record ID Address 123456 - 700 cm AV	rease enter those units first. The first unit enove the unit from the application/lice	t you enter will determine your primary region. Inse. Description The unit with the red door.	Registered Date 08/14/2019	Status Type Verified BB
icates a required field t Managemen are registering units that DT click the checkbox in th tills Remove Unit	nt were in operation before September 30, 2019, ple te "Remove" column unless you wish to delete/r Record ID Address 123456 - 700 tith AV	ease enter those units first. The first un emove the unit from the application/lic	t you enter will determine your primary region. Inse. Description The unit with the red door.	Registered Date 08/14/2019	Status Type Verified BB
Icates a required field t Managemen are registering units that DT click the checkbox in th ills Remove Unit	nt were in operation before September 30, 2019, ple ne "Remove" column unless you wish to deleter Record ID Address 123458 - 700 56h AV	vise enter those units first. The first un emove the unit from the application/lic	t you enter will determine your primary region. nse. Description The unit with the red door.	Registered Date	Status Type Verified BB
Icates a required field t Managemen of click the checkbox in the list Remove Unit d Unit bmit Units Pubmission	nt were in operation before September 30, 2019, ple te "Remove" column unless you wish to deleter Record ID Address 123456 - 700 5th Av completed successfully	vision occurr proporty:	t you enter will determine your primary region. nse. Description The unit with the red door.	Registered Date 08/14/2019	Status Type Verified BB
icates a required field t Managemen or registering units that or click the checkbox in th tills Remove Unit this Remove Unit this both the checkbox in the this Remove Unit this Remove Unit this Remove Unit the checkbox in the this Remove Unit the checkbox in the checkbox in the the checkbox in the checkbox in the checkbox in the the checkbox in the checkbox in the checkbox in the the checkbox in the checkbox in the checkbox in the checkbox in the the checkbox in the chec	nt were in operation before September 30, 2019, ple be "Remove" column unless you wish to delete/r Record ID Address 123456 - 700 5th At completed successfully	vese enter those units first. The first un remove the unit from the application/lic	t you enter will determine your primary region. mse. Description The unit with the red door.	Registered Date 05/14/2019	Status Type Verified BB
icates a required field t Managemen or registering units that or elick the checkbox in th this Remove Unit this Remove Unit	nt were in operation before September 30, 2019, ple he "Remove" column unless you wish to deleter Record ID Address 123456 - 700 5th At completed successfully	vese enter those units first. The first un remove the unit from the application/lic	t you enter will determine your primary region. nse. Description The unit with the red door.	Registered Date 08/14/2019	Status Type Verified BB

#### What if I want to add more units later?

No problem! You can submit and pay for this one now, and add and pay for more later as long as you are within the maximum number of units allowed under City of Seattle requirements.

#### 22. REVIEW: the information

## **CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

**CLICK:** Continue Application

1 Contact Information	<sup>2</sup> Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 3: Review				
Save and Resume Late	1			Continue Application »
Please review all informatio	n below. Click the "Edit" buttons to make	e changes to sections or "Continue	Application" to move on.	
Record Type				
Jnit Amendment				
Applicant				Edit
ndividual ade hey 123 front st SEATTLE, WA, 98372 Jnited States Primary Phone:(+1)374-859 Email:hey@jade.com	-5934			
agree that the information	provided is true and correct, and agree	that I am in compliance with City o	f Seattle Ordinance 125490 and all asso	clated Director's Rules.
By checking this box, I a	gree to the above certification.			Date:
Save and Resume Late				Continue Application »

## 23. CLICK: Check Out



#### 24. CLICK: Check Out

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
tep 1: Select item to pay			
ou can pay for items later by o	clicking on Edit Cart and removing the	items you don't want to pay now.	
you plan to pay by check, s	ee How Do I Pay by Check? for furthe	er instructions.	
somebody else is responsible	e for paying fees, see How to Pay Fee	35.	
PAY NOW			
o Address			
Application(s)   \$75.00	Total dua: \$75.00		
TMP-010448	Total due: \$75.00		
\$75.00			

28. ENTER: Credit Card Information and Credit Card Holder Information

### **CLICK:** Submit Payment

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance
Step 2 : Payment Information		
Pay now with a credit card.		
		* indicates a conviced 5
Payment Options		inucates a required in
Amount to be charged: \$75.00		
Pay with Credit Card		
Credit Card Informa	tion:	
* Card Type: * Card Number: Select Vo dashes or spaces	Security Code:	
* Name on Card:	xpiration Date:	
0	2019	
Credit Card Holder	nformation:	
Auto-fill with jade hey		
Country:		
* Street Address:		
* City: * State:	* Zip:	
* Phone:		8
(* 1 )		~
bmail:		
Submit Payment »		



A Thank You page loads, and your license is issued.



# How do I apply for a Platform License?

## Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. SELECT: Licenses Short Term Rentals

Seattle.gov Mayor Jenny A. Durkan		≡ Menu
eattle Services Portal		
Home ≡My Records ØHelp		
		Announcements & Register for an Account Login
Search All Records		
Enter an address, record number, or contact	<b>ू *</b>	
<ul> <li>Create New</li> <li>Building Tune-Ups</li> <li>Complaints - Building &amp; Property</li> <li>Licenses - Short Term Rentals</li> <li>Licenses - Trade &amp; Equipment</li> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> <li>Permits - Trade, Construction &amp; Land Use</li> <li>Rental Housing Registration (RRIO)</li> </ul>	Schedule To schedule an inspection or appointment enter your record number in the search box above. For more information, see How to Schedule an Inspection or Appointment. For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Q. Find Existing</li> <li>Complaints - Building &amp; Property</li> <li>Licenses - Trade &amp; Equipment</li> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> <li>Permits - Trade, Construction &amp; Land Use</li> <li>Public Notices</li> <li>Rental Housing Registration (RRIO)</li> </ul>

3. SELECT: Platform License Application

## **CLICK:** Continue Application

0 1 4	Choose one of the following Available record types. For assistance or to apply for a record type not listed below contact us. To view existing records or to make changes to your records, lick on the My Records link above. After submitting, check your email for additional instructions.
	<ul> <li>Short-Term Rental License Applications</li> </ul>
	Bed and Breakfast Rental Operator License Application     Platform License Application     Short Term Dental Operator License Application
	Short-term Rental Operator License Application
	Continue Application »

4. CLICK: Select from Account

Information	2 Application Detail	3 Review	4 Record Issuance	_
Step 1 : Contact Information > Contact	Information			
You have selected a Platform Li units to be booked. For this app f you are looking for an Operate	cense Application. This application is for lication, you will need your current City o or's License, click the back button on you	r companies that provide a forum for op of Seattle Business License Number if y ur browser.	perators to list their short-term rental and bed and b you have an office in the City of Seattle	oreakfast
Indicates a required field				
*Applicant (required	))			
Select a contact using the button	(s) below.			
Select from Account				
Save and Desume Later			Continue Applica	ation »

## 5. CLICK: Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance
tep 1 : Contact Information > C	ontact Information		
ou have selected a Platfo nits to be booked. For thi you are looking for an O	orm License Application. This application is f s application, you will need your current City perator's License, click the back button on y	or companies that provide a forum for ope of Seattle Business License Number if yo pur browser.	erators to list their short-term rental and bed and breakfa ou have an office in the City of Seattle
ndicates a required field * Applicant (requ	ired)		
	,		
Select a contact using the	button(s) below.		
Contact added successi	ully.		
Address: 123 front st			
SEATTLE, WA Email: hey@jade.com Primary Phone: (+1)374-6 Secondary Phone:	n, 98372 159-5934		
Remove			

**25. SELECT:** whether or not your business has an office in the City of Seattle.

<sup>1</sup> Incontact	2 Application Detail	3 Review	4 Record Issuance	
tep 2 : Application Detail > Appl	ication Detail			
Indicates a required field				
LOCATION INFO				
* Do you have an Office in	the City of Seattle?			
" Do you have an Office in	Tes O No			

**ENTER**: the address to your office in Seattle (if applicable)

## CLICK: Search

f you have an o	office in the Cit	y of Seattle please enter the	address.				
Number:	Prefix:	* Street Name:	Type:	Suffix:	Unit No.:		
00	Selet	SUN	AVE	50			
Search	Clear						
Search	Clear						

#### **SELECT**: the correct address

## CLICK: Select

Address Search Addresses	Resul	t List					×
Showing 1-3 of 3							
Address				City	State	Zip	
700 5TH AVE N				SEATTLE	WA	98109	
0 700 5TH AVE S				SEATTLE	WA	98104	
700 5TH AVE				SEATTLE	WA	98104	
Associated Pa	arcels						
Parcel Number	Lot	Block	Subdivisi	on			
DV0029582							
Select							

## **ENTER**: Business License/Customer Number (if you have an office in Seattle)

X	
CITY BUSINESS LICENSE DETAI	LS
If you do not know your Customer Number, you can search license within the last 48 hours, hose changes may not be business license is expired or currently has open obligation * Business License/Customer Number:	for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing business reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your is associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the issue.
Customer Number Status:	Select
Does the account have unpaid balances and/or unfiled taxes?:	⊖ Yes ⊖ No
Open Date:	

## **CLICK:** outside of the field

The other City Business License Details fields populate

f you do not know your Customer Number, you can sear	ch for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing
48 hours. If your business license is expired or currently h	has be relieved and him percent year on completing the application, prease click our click our click our click and ity again in has open obligations associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the issue.
* Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled axes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009

## 6. CLICK: Continue Application

Address	
If you have an office in the City of Seattle please enter the a	iddress.
* Numer:     Prefix:     * Street Name:       700    Seler     5TH	Type: Suffix: Unit No.: AVE -Ser
Search Clean	
CITY BUSINESS LICENSE VETAIL	9
CITT BOOINEGO EIGENGE DE IAI	
If you do not know your Customer Number, you can search business license within the last 48 hours, those changes ma 48 hours.	to it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing ay not se reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in
* Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled taxes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009
Save and Resume Later	Continue Application »

**29. REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

## **CLICK:** Continue Application

Contact Information	2 Application Detail	3 Review	4 Record Issuance	
p 3:Review				
lave and Resume Later			Continue Ap	plication »
ase review all information below.	Click the "Edit" buttons to make changes to se	ctions or "Continue Application" to move on		
	and an and a second a second as a second as	and a second representation to the second		
Record Type				
fform License Application				
Applicant				Edit
ividual				
e hey 3 front st ATTLE, WA, 98372				
ted States mary Phone: (+1)374-859-5934				
all:hey@jade.com				
OCATION INFO				
usu have as Office is the Office of	Castle D Var			Edit
you have an onice in the city of	Contrar, hts			
ddraaa				Edit
uuress				COR
6TH AVE y Income Address: Yes				
e ID: 10 e Description: FIRST HILL				
ITY BUSINESS LI	CENSE DETAILS			
iness License/Customer Number	. 722502			Edit
omer Number Status:	Active			
es?:	Date and/or united NO			
	07710/2000			
nee that the information provided	is true and correct, and agree that I am in cor	npliance with <u>City of Seattle Ordinance 12549</u>	0 and all associated Director's Rules.	
theck this box to confirm your co	impliance with City of Seattle requirements an	d the above certification.	Date:	
tave and Paruma Lafer			Continue to	ollostico -
save and resource Later			Continue Ap	prioation s

A Thank You page loads, and your license is issued.



# How do I update my marital status on my Short-Term Rental Operator License?

#### Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. CLICK: on My Records
  - **CLICK:** on Licenses Short Term Rentals

eattle	e Services Portal		
Home	■My Records <b>②</b> Help		
	My Records Overview Building, Tune-Ups	Announcements Logged in as:hello jade	Collections (0) 🏾 📜 Cart (0) Account Manag
Sea En	Complaints - Building & Property Licenses - Short Term Rentals	Q.	
We	Licenses - Taxi & For-Hire		
100	Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use	Schedule	Q Find Existing
•	Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Property     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment
	Licenses - Taxi & For-Hire Licenses - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> </ul>
	Permits - Parking & Truck Permits - Street Use Permits - Trade Construction & Land Use	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	Permits - Trade, Construction &     Public Notices     Rental Housing Registration (RF)
	Rental Housing Registration (RRIO)		rtental riedening rtegietration (rti

3. LOCATE: your Short-Term Rental Operator License

CLICK: Add/Edit Units or Manage License

lov	ving 1-10 of 1	9   Download Re	esults   Add to Collection	Add to cart					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	
	07)17/2019	STR-UNAM-19- 000096	Unit Amendment						
	07/18/2019	STR-UNAM-19- 000100	Unit Amendment						
	08/14/2019	STR-UNAM-19- 000154	Unit Amendment						
	07/17/2019	TR-OPLA-19- 000025	Operator License Amendment						
	07/17/2019	STR STUN-19- 00009	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019	STR-ST -19- 000107	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019	STR-OPLI-19- 000182	Short-Term Rental Operator License		Short-Term Rental Operator License	07/10/2020	Acti	Add/Edit Units or Manage License	J

**4. SELECT**: Operator License Amendment

**CLICK**: Continue Application

Dperator License Amendment O Unit Amendment

## 5. CLICK: Continue Application

Operator Lic	ense Amendment			
1 Contact	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance
Step 1 : Contact Information :	> Contact Information			
This process is to cance	I a license or make changes to mem	bers, property owners or spou	Ses.	
Indicates a required field				
Applicant				
The contact below is as	currently listed on the parent license or a	oplication record.		
jade hey				
Address: 123 front st				
SEATTLE, Email: hey@jade.com	WA, 98372			
Primary Phone: (+1)37 Secondary Phone:	4-859-5934			
Save and Resume Late	r			Continue Application »

SELECT: No to Would you like to Cancel your License
 SELECT: whether or not you would like to remove your spouse

**SELECT**: whether or not you would like to add a spouse

**SELECT**: whether or not you are married

**ENTER**: your current spouse's First Name, Last Name, and Email (if married/adding a spouse)

## **CLICK**: Continue Application

1 Contact Information	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance	
tep 2 : Application Detail > A	pplication Detail				
Indicates a required field					
LICENSE AME	NDMENT INFO				
* Would you like to Cano	cel your License?:	⊖ Yes ● No			
* Would you like to remo	ove your Spouse?:	⊖ Yes  ● No			
would you like to add	a spouser:	Tes No			
SPOUSE INFC	ORMATION				
Are you married?:		● Yes ○ No			
* Spouse First Name:		Jayne			
* Spouse Last Name:		Dough			
* Spouse Email:		Jayne@dough.net			
Save and Resum <u>e Late</u>				Continue Application x	,

7. CLICK: Continue Application

<ul> <li>formation</li> </ul>	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance
step 3 : Menn or Detail > Me	ember Detail			
Indicates a required field				
MEMBER LIS	т			
List all organization me list the property owner.	embers or property owners, including	e evone on the property deed. Note: i	if you are a tenant (only applicable in lega	acy downtown urban center), you do not have to
Showing 0-0 of 0				
Showing 0-0 of 0	e	Last Name	Email Address	
Showing 0-0 of 0 First Name No records found.	e	Last Name	Email Address	
Showing 0-0 of 0 First Name No records found. Add a Row 👻 Ed	e dit Selected Delete Selected	Last Name	Email Address	

8. **REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements
# **CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance
step 4 : Roview				
eave and Recume Later				Continue Application »
Notice review all information belo	w. Click the "Edit" buttons to make o	changes to sections or "Continue App	elication" to move on.	
Record Type				
Operator License Amendment				
Applicant				Edit
ndrvidual admhey 22 Front st Lear TLE, WA, 98372 Initial States Yindary Phone:(+1)374-859-5934 Imati:hey@jade.com				
LICENSE AMEND	MENT INFO			
Voord you like to Cancel your Lic Voord you like to remove your Sp Vourd you like to add a Spouse?:	anse?: No ouse?: No Yos			Edit
SPOUSE INFORM	IATION			
ve vou married?: ipouse First Name: ipouse Last Name: ipouse Email:	Yes Jayne Dough Jaynej	Qdough.net		Edit
MEMBER LIST				
lo Custom Lists data for the sub (	group above.			Edit
agree that the information provid	ed is true and correct, and agree th	at I am in compliance with <u>City of Se</u>	attle Ordinance 125490 and all associa	ated Director's Rules.
Check this box to confirm your	compliance with City of Seattle req	uirements and the above certification		Date:
Save and Resume Later				Continue Application »

**9.** A Thank You page loads, and your marital status is updated.



# How do I cancel my Platform License?

#### Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. CLICK: on My Records

**CLICK:** on Licenses – Short Term Rentals

ome	■ My Records		
sea En	My Records Overview Building Tune-Ups Complaints - Building & Property	Announcements Logged in as:hello jade	Collections (0) 🏾 🗮 Cart (0) Account Mana
We You	Licenses - Short Term Rentals Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO) Licenses - Taxi & For-Hire Licenses - Trade & Equipment Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	Construction of appointment enter your record number in the search box above. For more information, see How to Schedule an Inspection or Appointment. For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	Q Find Existing • Complaints - Building & Proper • Licenses - Taxi & For-Hire • Licenses - Trade & Equipment • Permits - Parking & Truck • Permits - Street Use • Permits - Street Use • Permits - Trade, Construction & • Public Notices • Rental Housing Registration (Reference)

**3.** LOCATE: your Platform License

CLICK: Submit Report/Manage License

101	ving 1-10 of 2	0   Download Re	sults   Add to Collection	n   Add to cart					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	08/14/2019	STR-OPLA-19- 000040	Operator License Amendment						
	08/14/2019	STR-PLLI-19- 000025	Platform License		Platform License	00/14/2020	Active	Submit Report/Manage License	
	08/14/2019	STR-PLAP-19- 000025	Platform License Application				Issued		

**4. CLICK**: Continue Application

Platform Licen	se Amendment			
1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	
Step - Contact Information > Cor	tact Information			
f Indicates a required field				
Applicant				
The contact below is as curr	ently listed on the parent license or application reco	rd.		
jade hey				
Address: 123 front st				
SEATTLE, WA, Email: hev@iade.com	98372			
Primary Phone: (+1)374-85 Secondary Phone:	9-5934			
cecondary rinone.				
Save and Resume Later			Continue Appl	lication »

5. SELECT: Yes to "Would you like to cancel your license?"

**CLICK**: Continue Application

Contact Information	2 Application Detail	3 Review	4 Record Issuance
o 2 : Application Detail > Applic	ation Detail		
ndicates a required field			
PLATFORM AME	NDMENT INFO		
* Would you like to Cancel y	our License?: • Yes 🔾 No		
Save and Resume Later			Continue Application »

6. Red warning text displays

**CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	
otep 2 : Application Detail > Appli	cation Detail			
Indicates a required field				
PLATFORM AME	ENDMENT INFO			
1) Please note that Licens and Breakfast Operators t * Would you like to Cancel y	e fees are non-refundable and non-transferable o list units in the City of Seattle on your platfor your License?:	2) Upon cancellation, you will no longer t m.	e eligible to allow Short-Term Rental operators and Be	d
Save and Resume Later			Continue Application	on »

7. **REVIEW:** the information

CLICK: the checkbox to confirm your compliance with City of Seattle Requirements

# **CLICK:** Continue Application

1 Contact Information	<sup>2</sup> Application Detail	3 Review	4 Record Issuance
tep 3: Review			
Save and Resume Later			Continue Application »
lease review all information below. C	Click the "Edit" buttons to make changes to s	sections or "Continue Application" to move on.	
Record Type			
latform License Amendment			
Applicant			Edit
dividual de hey 23 front st EATTLE, WA, 98372 hited States imary Phone:(+1)374-859-5934 mail: hey@jade.com			
PLATFORM AMEND	MENT INFO		
ould you like to Cancel your License	9?: Yes		Edit
gree that the information provided i	s true and correct, and agree that I am in co	mpliance with <u>City of Seattle Ordinance 1254</u>	90 and all associated <u>Director's Rules</u> .
Check this box to confirm your con	npliance with City of Seattle requirements a	nd the above certification.	Date:
			Continue Application

A Thank You page loads, and your license is canceled.



# How do I add a unit to my license?

## Start at the **Seattle Service Portal** home page

https://cosaccela.seattle.gov

- **1. LOGIN:** to your account
- 2. CLICK: on My Records

**CLICK:** on Licenses – Short Term Rentals

eattle	e Services Portal		
<b>h</b> Home	Help		
	My Records Overview Building Tune-Ups	Announcements Logged in as:hello jade	Collections (0) 🏾 🗮 Cart (0) Account Manag
En	Complaints - Building & Property Licenses - Short Term Rentals	Q.T	
We You	Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use	<sup>™</sup> Schedule	Q Find Existing
	Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Propert     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment
	Licenses - Taxi & For-Hire Licenses - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul><li>Permits - Parking &amp; Truck</li><li>Permits - Street Use</li></ul>
•	Permits - Parking & Truck     Permits - Street Use       Permits - Trade, Construction & Land Use     Rental Housing Registration (RRIO)	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Permits - Trade, Construction &amp;</li> <li>Public Notices</li> <li>Rental Housing Registration (RI)</li> </ul>

3. LOCATE: The Short-Term Rental Operator License row

**CLICK**: on Add/Edit Units or Manage License in the action column

My	Short			Se Records	5				
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	07/18/2019	STR-STUN-19- 000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019	STR-OPLI-19- 000183	Short-Term Rental Operator License		Short-Term Rental Operator License	07/10/2020		Add/Edit Units or Manage License	
	07/18/2019	STR-UNAM-19- 000101	Unit Amendment						
	07/18/2019	STR-OPAP-19- 000130	Short-Term Rental Operator License Application				Issued		
	_	_	_	_	_	_	_		

**4. SELECT:** Unit Amendment

**CLICK**: Continue Application

Operator License Amendment     Ontinue Application »	ply for an amendment type not listed below please contact us
Continue Application »	

# 5. CLICK: Continue Application

Unit Amendme	nt			
1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Contact Information > Cont	act Information			
This proces is to add units are registering units operate	to a license or license applicatio ed before September 30, 2017, e	n or remove units. You will n nter those units first. The firs	eed the address(es) of the unit(s) yo at unit you enter will determine your le	u wish to operate in the City of Seattle. If you egacy region.
For more information, bout will also be required to up to	legacy regions, see this article: h ad a Rental Registry of the nights	attps://seattlegov.zendesk.co the unit was booked in the	pm/hc/en-us/articles/360026668314-/ 12-month period prior to September	About-Legacy-Zones. For legacy units, you 30, 2017
If you are listing a unit as a	prictary property, you may have t	o provide documentation pr	oving the address is your primary res	idence.
If you are listing a unit as a number to complete this app	secondal, property, you will first plication.	need to register with Rental	Registration & Inspection Ordinance	(RRIO). You will need the RRIO registration
To register with RRIO, return	n to the home page of the Seattle	e Services Portal, locate the	Create New section, and select "Rer	ntal Housing Registration (RRIO)."
If you are registering units the Accommodation License for	hat meet the State of Was singtor upload, and the license number	i's requirements to be a bed for each property.	and breakfast, you will need a copy	of your Washington State Transient
* Indicates a required field				
Applicant				
The contact below is as curre	ently listed on the parent license or a	oplication record.		
hello jade				
Address: 1231 SEATTLE, WA, Email: hello@jade.co Primary Phone: (+1)585-93 Secondary Phone:	98021 8-4959			
Save and Resume Later				Continue Application »

## 6. CLICK: Add Unit

Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance	:e
p 2: Application Detail	I>Application Detail				
s process is to ad registering units	Id units to a license or license a operated before September 30,	2017, enter those units first. The f	need the address(es) of the unit(s irst unit you enter will determine yo	) you wish to operate in the Ci our legacy region.	ity of Seattle. If y
more information also be required	n about legacy regions, see this to upload a Rental Registry of t	article: https://seattlegov.zendesk.one nights the unit was booked in th	com/hc/en-us/articles/3600266683 e 12-month period prior to Septem	14-About-Legacy-Zones. For ber 30, 2017	legacy units, you
ou are listing a un	nit as a primary property, you ma	y have to provide documentation p	proving the address is your primary	residence.	
ou are listing a un nber to complete	nit as a secondary property, you this application.	will first need to register with Rent	al Registration & Inspection Ordina	nce (RRIO). You will need the	e RRIO registratio
register with RRIC	D, return to the home page of th	e Seattle Services Portal, locate th	e Create New section, and select '	'Rental Housing Registration (	(RRIO)."
ou are registering ommodation Lice	units that meet the State of Wa ense for upload, and the license	shington's requirements to be a be number for each property.	ed and breakfast, you will need a c	opy of your Washington State	Transient
ou are registering ommodation Lice licates a required fiel	units that meet the State of Wa ense for upload, and the license	shington's requirements to be a be number for each property.	ed and breakfast, you will need a c	opy of your Washington State	Transient
ou are registering ommodation Lice icates a required field t Managem	units that meet the State of Wa ense for upload, and the license d hent	shington's requirements to be a be number for each property.	ed and breakfast, you will need a c	opy of your Washington State	Transient
ou are registering ommodation Lice icates a required fiel t Managem are registering units t	units that meet the State of Wa ense for upload, and the license id nent that were in operation before September 30	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u	ed and breakfast, you will need a c	opy of your Washington State n.	Transient
ou are registering ommodation Lice licates a required fiel t Managem are registering units th DT click the checkbox	units that meet the State of Wa ense for upload, and the license d hent hat were in operation before September 30 in the "Remove" column unless you wish init Paccord ID	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/l	ed and breakfast, you will need a constraint you enter will determine your primary region icense.	n.	Transient
ou are registering ommodation Lice licates a required fiel t Managem are registering units the DT elick the checkbox hils Remove U	u units that meet the State of Wa ense for upload, and the license d hent that were in operation before September 30 in the "Remove" column unless you wish init Record ID Addres	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/f s	ed and breakfast, you will need a constraint you enter will determine your primary regionicense.	n. Registered Date	Transient Status Type
ou are registering ommodation Lice licates a required fiel t Managem are registering units th DT click the checkbox chills Remove U	y units that meet the State of Wa ense for upload, and the license d hent that were in operation before September 30 in the "Remove" column unless you wish init Record ID Addres 1285009	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/I s	ed and breakfast, you will need a constraint you enter will determine your primary region icense.	n. Registered Date 07/18/2019	Transient           Status         Type           Removed         STR
ou are registering ommodation Lice licates a required fiel t Managem are registering units the DT click the checkbox hills Remove U	units that meet the State of Wa ense for upload, and the license d hent that were in operation before September 30 in the "Remove" column unless you wish to Init Record ID Addres 1285609	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/I s	ed and breakfast, you will need a constraint you enter will determine your primary regionicense.	n. Registered Date 07/18/2019	Transient Status Type Removed STR
ou are registering ommodation Lice icates a required fielt t Managem are registering units t DT click the checkbox sits Remove U	y units that meet the State of Wa ense for upload, and the license d hent that were in operation before September 30 in the "Remove" column unless you wish init Record ID Addres 12858692 37485666	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/I s - 700 5th AVE	ed and breakfast, you will need a constraint you enter will determine your primary region icense. Description House on the left.	n. Registered Date 07/18/2019 07/18/2019	Transient Transient Status Type Removed STR Verified STR
ou are registering ommodation Lice licates a required fiel t Managem are registering units t of click the checkbox alls Remove U	units that meet the State of Wa ense for upload, and the license d hent hat were in operation before September 30 in the "Remove" column unless you wish Init Record ID Addres 1285666 37485666	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/i s 1- 700 5th AVE 1839 - 700 5th AVE	ed and breakfast, you will need a constraint of the second s	n. Registered Date 07/18/2019	Transient Type Status Type Removed STR Verified STR
bu are registering ommodation Lice icates a required fiel t Managem are registering units th DT click the checkbox hils Remove U	y units that meet the State of Wa ense for upload, and the license d hent that were in operation before September 30 in the "Remove" column unless you wish init Record ID Addres 12858089 37485650 lick the Submit Units button once you have	shington's requirements to be a be number for each property. 2019, please enter those units first. The first u o delete/remove the unit from the application/I s - 700 5th AVE 1638 - 700 5th AVE finished entering your units. By clicking the S	ed and breakfast, you will need a contract of the second s	n.  Registered Date  07/18/2019  rmation entered is true and correct.	Transient Type Removed STR

### 7. ENTER: the unit address

**CLICK:** Search Address

Street Number 700	Street Prefix	Street Name 5th	Street Type	Street Suffix	Clear Address	Search Address	

Uploading Documents
Note: the document upload section may look different depending on your browser. These instructions are for Google Chrome in Windows 10.

8. SELECT: the correct address

**CLICK:** Select Address

Address  T00 5th Ave, Seattle, Washington, 98104 T00 5th Ave S, Seatue, Washington, 98109 T00 5th Ave S, Seatue, Washington, 98104 T00 5th Ave W, Seattle, Washington, eo.10 Select Address	Street Number 700	Street Prefix Street Name	Street Type Street Suffix           AVE           Clear Address         Search ////////////////////////////////////	Address
700 5th Ave, Seattle, Washington, 98104         700 5th Ave N, Seattle, Washington, 98109         700 5th Ave S, Seatue, Washington, 98104         700 5th Ave W, Seattle, Washington, 98104         700 5th Ave W, Seattle, Washington, 98104         Select Address	Address			
700 Sth Ave N, Seattle, Washington, 98109         700 Sth Ave S, Seature, Weshington, 98104         700 Sth Ave W, Seattle, Washington, 80110         Select Address	700 5th Ave	Seattle, Washington, 98104		
700 5th Ave S, Seawe, Weshington, 98104       700 5th Ave W, Seattle, Washington, so 110       Select Address	- / ou Cit-Ave	N, Seattle, Washington, 98109		
700 5th Ave W, Seattle, Washington, sector       Select Address	700 5th Ave	S, Seame, Mochington, 98104		I
	O 700 5th Ave	W, Seattle, Washington, eo. 19	Select	Address

9. ENTER: the required information

NOTE: New fields may appear depending on your selections

Street Number 700	Street Prefix	Street Name 5th		Street Type AVE 🔻	Street Suffix	Clear Address
Up Accord ID Acgion Type Property Type Unit Number (If there is no unit number enter NA)	Downtown Urban Center STR	].	Statu (	ki Date		
Description			1			
Primary Residence	⊖ Yes ⊖ No*					
Number of Bedrooms		•				
Have you been operating this unit prior to September 30, 2017?	○ Yes ○ No <sup>*</sup>					
I certify that I am the owner of this unit	⊖ Yes ⊖ No*					
			Select Docur	ment Category Select		T
			Choose Uploaded Do	File No file chosen	Upload	
						Verify Unit Cancel

**10.** Documents may be required to be uploaded, red text will display on the bottom-right **CLICK:** Choose File

Street Number 700	Street Prefix	Street Name 5th	Street Type AVE	Street Suffix	Clear Address
Unit Report ID			Registered Date		
Region	Downtown Urban Center		Chabur		
Property Type	Apartment	•	otatus		
Unit Number (If there is no unit number onter NA)	123569	*			
Description	The unit on the groun	d floor on the west side of the b	uilding.		
Primary Residence					
Number of Bedrooms	2	*			
Have you been operating this unit prior to September 30, 2017?	⊛ Yes _ No*				
I certify that I am the owner of this unit	● Yes ○ No*				
		• Prose upload a re	gistry identifying the dates the dwelling unit was Select Document Category Choose File No file	s used as a short-term rental within t Rental Registration History chosen Uploa	he 12-month period prior to September 30, 2017
			uproaded Documents:		Verify Unit Cancel

NAVIGATE: to the correct file SELECT: the file CLICK: Open

•	on terminentals > OAT > STR-OAT-DOCS	✓ O	Search STR-UAT-Docs	م
rganize 🔻 🛛 New folde	er		□== □== ▼	
A Ouish second	Name	Date modified	Туре	Size
	🛃 ProofofPrimary	11/18/2018 3:04 PM	Microsoft Word D	0 KB
Desktop 🖈	a ProofOfPrimary2	11/18/2018 3:05 PM	JPG File	7 KB
👃 Downloads 🖈	ProofofPrimarv3	11/18/2018 3:06 PM	JPG File	20 KB
🚡 Pictures 🛛 🖈	😥 RentalRegistry	11/18/2018 3:06 PM	Microsoft Excel W	7 KB
📜 Camera Roll	TransientAccomodationLicense	11/18/2018 3:10 PM	Adobe Acrobat D	130 KB
📜 EnforcementApp				
Reports				
STR-UAT-Docs				
OneDrive - City of				
🞐 This PC				
🧈 Network 🛛 🗸 🗸	<			:
File na	ame: RentalRegistry	~	All Files	~

#### **CLICK:** Upload

Init Record II)	Registered Date
Region Downtown Urban Center	
ype STR	Status
Property Type Apartment •	
Jnit Number (If there is no unit number enter NA) 123569	
Description	e of the building.
Primary Residence	
Number of Bedrooms 2	
lave you been operating this unit prior to September 30, 2017? <ul> <li>Yes</li> <li>No*</li> </ul>	
certify that I am the owner of this unit <ul> <li>Yes</li> <li>No*</li> </ul>	
• Please s	upload a registry identifying the dates the dwarme unit was used as a short-term rental within the 12-month period prior to September 30, 2017
	Select Document Category Rental Registration History
	Choose File RentalRegistry.xlsx Upload
	Verify Unit Cancel

The red text disappears when you have uploaded the required documentation, and green text displays indicating which document was uploaded. CLICK: Verify Unit

Select Document Categor	v Rental Registra	ation History		•
Choose File No fi	ie chosen	Upload <sup>Up</sup>	load was successful	
Uploaded Documents:				
1. Rental Registratio	on History - RentalReg	gistrylex		

If all of the information entered passes, a green message displays. A red message will display if the information cannot be verified.

## **CLICK:** Save

Street Number	Street Prefix	Street Name	Street Type	Street Suffix	
700	•	5th	AVE •	•	Clear Address
Unit Record ID			Registered Date		
Region	Downtown Urban Center				
Гуре	STR		Status Verified		
Property Type	Apartment •	•			
Unit Number (If there is no unit number enter NA)	123500	•			
	The unit on the ground	I floor on the west side of the building.			
Description					
Primary Residence	Yes   No*				
Number of Berlinoms	2				
mave you been operating this unit prior to September 30, 2017?	les () NO				
i certify that I am the owner of this unit	Yes () No				
			Select Document Category Dontal D	edistration History	T
				egistration mistory	-
			Liplanded Decuments:	Upioad	
			1 People Documents.	atal Desistanti	
			. Rena Registration History - Re	Intall Vegiou y.X	
					Save Verify Unit Cancel

**11. REPEAT:** steps 6-20 to add another unit, if necessary

## 12. CLICK: Submit Units

If you are regist	tering units that were in operation before S	ieptember 30, 2019, please enter those units first. The first un	it you enter will determine your primary region.			
DO NOT click the Details R	he checkbox in the "Remove" column unle emove Unit Record ID	ss you wish to delete/remove the unit from the application/lic Address	ense. Description	Registered Date	Status	Туре
Ļ	2	12858805 - 700 5th AVE	House on the left.	07/18/2019	Removed	STR
J	•	37485959838 - 700 5th AVE		07/18/2019	Verified	STR
Add Unit Submit Unit	15 Please click the Submit Units button or	nce you have finished entering your units. By clicking the Sul	smit Units button, you attest that the unit information entered	is true and correct.		

# **13. CLICK:** Continue Application

it Mana	gement				
are registerin NOT click the ch	g units that were in operation before the second	ore September 30, 2019, please enter those units fi unless you wish to delete/remove the unit from the	st. The first unit you enter will determine your primary re- application/license.	gion.	
tails Remo	ove trait Record ID	Address	Description	Registered Date	Status Type
↓ Ø		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed STR
-	I	37485959838 - 7u, 😁 AVE		07/18/2019	Verified STR
d Unit	Submission completed successfu	lly			
ave and Res	sume Later			Cont	inue Application »

#### **14. REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

## **CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 3: Review				
Save and Resume Lat	er			Continue Application »
Please review all informati	on below. Click the "Edit" buttons to make	changes to sections or "Continue	Application" to move on.	
Record Type				
rteoord rype				
Unit Amendment				
Applicant				Edit
Individual ade hev				
123 front st SEATTLE, WA, 98372 United States				
Primary Phone:(+1)374-8	59-5934			
Linaii. ney@jade.com				
agree that the information	n provided is true and correct, and agree t	hat I am in compliance with City of	Seattle Ordinance 125490 and all ass	ociated Director's Rules.
By checking this box, I	agree to the above certification.	. ,		Date:
Save and Resume Lat	er			Continue Application »

### 15. CLICK: Check Out



#### 16. CLICK: Check Out

Step 1: Select item to pay         Hou can pay for items later by clicking on Edit Cart and removing the items you don't want to pay now.         If you plan to pay by check, see How Do I Pay by Check? for further instructions.         If somebody else is responsible for paying fees, see How to Pay Fees.         FAY NOW         No Address         1 Application(s)   \$75.00         1 ITMP-009825         Total due: \$75.00         Sto.00         Checkout »       Edit Cart »         Back to Home »	1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
No can pay for items later by clicking on Edit Cart and removing the items you don't want to pay now.         If you plan to pay by check, see How Do I Pay by Check? for further instructions.         If omebody else is responsible for paying fees, see How to Pay Fees.         PAY NOW         No address         1 Application(s)   \$75.00         1 MPP-009825         Total due: \$75.00         1 TMP-009825         Solution (s)   \$25.00         1 TMP-009825         Detekout »         Edit Cart »         Back to Home »	Step 1: Select item to pay			
If you plan to pay by check, see How Do I Pay by Check? for further instructions.         If omebody else is responsible for paying fees, see How to Pay Fees.         PAY NOW         No Address         1 Application(s)   \$75.00         1 th Amendment         1 TMP-009825         S75.00         Checkout »         Edit Cart »         Back to Home »	You can pay for items later by c	licking on Edit Cart and removing the	items you don't want to pay now.	
f omebody else is responsible for paying fees, see How to Pay Fees. PAY NOW Vo Address I Application(s)   \$75.00 Unit Amendment 1 TMP-009825 \$75.00 Checkout » Edit Cart » Back to Home »	f you plan to pay by check, s	ee How Do I Pay by Check? for furth	er instructions.	
FAY NOW         No Address         1 Application(s)   \$75.00         Unit Amendment         1TTMP-009825         \$75.00         Checkout »       Edit Cart »         Back to Home »	f somebody else is responsible	e for paying fees, see How to Pay Fee	IS.	
No Address 1 Application(s)   \$75.00 Unit Amendment 1 TMP-009825 \$75.00 Checkout » Edit Cart » Back to Home »	FAY NOW			
1 Application(s)   \$75.00 Unit Amendment 1 TMP-009825 \$75.00 Checkout » Edit Cart » Back to Home »	No Address			
Unit Amendment     Total due: \$75.00       \$75.00     For the second se	1 Application(s)   \$75.00			
\$75.00 Checkout » Edit Cart » Back to Home »	<ul> <li>Unit Amendment</li> <li>1. TMP-009825</li> </ul>	Total due: \$75.00		
\$75.00 Checkout » Edit Cart » Back to Home »				
Checkout » Edit Cart » Back to Home »	\$75.00			
Checkout » Edit Cart » Back to Home »				
	Checkout » Edit Cart	» Back to Home »		

17. ENTER: Credit Card Information and Credit Card Holder Information

#### **CLICK:** Submit Payment

1 Select item to pay	2 Payment Information	3 Receipt/Record	
Step 2 : Payment Information			
Pay now with a credit card.			
		* indicatos a ros	wired field
Payment Options			uncu nolu.
Amount to be charged: \$75.00			
Pay with Credit Card			
Credit Card Informa	tion:		
* Card Type: * Card Number: Select  No dashes or spaces	Security Code:		
*Name on Card: * E	xpiration Date:		
0,	2019		
Credit Card Holder I	nformation:		
Auto-fill with jade heve			
Country:			
United States	▼		
* Street Address:			
* Citv: * State:	* Zip:		
* Phone:		2	
dmail:			
Submit Payment »			



**18.** A Thank You page loads, and your license has been updated with the additional unit.



# How do I remove a unit from my license?

#### Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 19. LOGIN: to your account
- 20. CLICK: on My Records

**CLICK:** on Licenses – Short Term Rentals

attle	Services Portal		
Sea En	My Records Overview Building Tune-Ups Complaints - Building & Property	Announcements Logged in as:hello jade	Collections (0) 🏾 🗮 Cart (0) Account Mana
We You	Licenses - Short Term Rentals Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO) Licenses - Trade & Equipment Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	Construction of appointment enter your record number in the search box above. For more information, see How to Schedule an Inspection or Appointment. For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	Q Find Existing • Complaints - Building & Propert • Licenses - Taxi & For-Hire • Licenses - Trade & Equipment • Permits - Parking & Truck • Permits - Street Use • Permits - Trade, Construction & • Public Notices • Rental Housing Registration (R

## **21. LOCATE:** The Short-Term Rental Operator License row

**CLICK**: on Add/Edit Units or Manage License in the action column

My Show	Short			Add to cart	6				
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	07/18/2019	STR-STUN-19- 000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019	STR-OPLI-19- 000183	Short-Term Rental Operator License		Short-Term Rental Operator License	07/10/2020	Activ	Add/Edit Units or Manage License	
	07/18/2019	STR-UNAM-19- 000101	Unit Amendment						
	07/18/2019	STR-OPAP-19- 000130	Short-Term Rental Operator License Application				Issued		
	_	_				_	_		

#### 22. SELECT: Unit Amendment

**CLICK**: Continue Application

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.  Operator License Amendment Unit Amendment Continue Application »	Select an Amendme	nt Type
Continue Application »	Choose one of the following available an Operator License Amendment	endment types. For assistance or to apply for an amendment type not listed below please contact us.
	Continue Application »	

# **23. CLICK:** Continue Application

Unit Amendme	ent			
1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Contact Information > Co This process is to add unit are registering units opera For more information, boo	ntact Information s to a license or license applicatio ted before September 30, 2017, e it legacy regions, see this article: f	n or remove units. You will n nter those units first. The fir: https://seattlegov.zendesk.cc	eed the address(es) of the unit(s) yo st unit you enter will determine your k	u wish to operate in the City of Seattle. If you egacy region. About-Legacy-Zones. For legacy units, you
will also be required to be required to be a lift you are listing a unit as a	oad a Rental Registry of the nights a privery property, you may have f	s the unit was booked in the o provide documentation pr	12-month period prior to September oving the address is your primary res	30, 2017 idence.
If you are listing a unit as a number to complete this a	a secondal poroperty, you will first pplication.	need to register with Rental	Registration & Inspection Ordinance	(RRIO). You will need the RRIO registration
If you are registering units Accommodation License for	that meet the State of Was ingtor or upload, and the license number	's requirements to be a bed for each property.	and breakfast, you will need a copy	of your Washington State Transient
* Indicates a required field				
Applicant				
The contact below is as cu hello jade Address: 1231 SEATTLE, WA Email: hello@jade.co Primary Phone: (+1)585-5 Secondary Phone:	rrently listed on the parent license or a 98021 138-4959	pplication record.		
Save and Resume Later				Continue Application »

# 24. CLICK: The Remove box for the unit you wish to remove

### CLICK: Submit Units

one / monum	nent				
1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance	ce
the 2: Application Detail > App inition 2: Application Detail > App inition process is to add un recegistering units oper or more information abo vill also be required to up i you are listing a unit as umber to complete this is o register with RRIO, re	plication Detail its to a license or license application ated before September 30, 2017, but legacy regions, see this article: pload a Rental Registry of the nigh a primary property, you may have a secondary property, you will firs application. turn to the home page of the Seatt s that meet the State of Washingto	on or remove units. You will nee enter those units first. The first https://seattlegov.zendesk.com its the unit was booked in the 1: e to provide documentation prov it need to register with Rental R the Services Portal, locate the C pon's requirements to be a bed a	ed the address(es) of the unit(s) ; unit you enter will determine you h/hc/en-us/articles/360026668314 2-month period prior to Septemb ring the address is your primary r egistration & Inspection Ordinan reate New section, and select "R nd breakfast, you will need a cop	you wish to operate in the C r legacy region. 4-About-Legacy-Zones. For er 30, 2017 esidence. ce (RRIO). You will need the tental Housing Registration by of your Washington State	ity of Seattle. If legacy units, yo e RRIO registrat (RRIO)." Transient
Indicates a required field nit Management you are regleming units that we D NOT click thy checkbox in the	t rre in operation before September 30, 2019, ple "Remove" column unless you wish to delete?	ease enter those units first. The first unit y	ou enter will determine your primary region. ie.		
Details Remove Unit Re	ecord ID Address		Description	Registered Date	Status Type
		- AVE			
	12858695 - 700 5th		House on the left.	07/18/2019	Removed STR
	12856865 - 700 5th 37485666838 - 700	) 5th AVE	House on the left.	07/18/2019 07/18/2019	Removed STR

## **25. CLICK:** Continue Application

n, nare i	registering units that were in operation befo	re September 30, 2019, please enter those units fi	rst. The first unit you enter will determine your primary re	gion.	
Details	Removeit Record ID	Address	Description	Registered Date	Status Type
L.		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed STR
Ļ	•	37485959838 - 700 🤲 AVE		07/18/2019	Verified STR
Add Ur Submit	nit Units Submission completed successful	ly .		_	

#### **26. REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements **CLICK:** Continue Application

Contact Information	<sup>2</sup> Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 3: Review				
Save and Resume Late	er			Continue Application »
Please review all informati	on below. Click the "Edit" buttons to make	changes to sections or "Continue	Application" to move on.	
Record Type				
Unit Amendment				
Applicant				Edit
ndividual ade hey 123 front st SEATTLE, WA, 98372 Jnited States Primary Phone:(+1)374-85 Email: hey@jade.com	9-5934			
agree that the information	n provided is true and correct, and agree t	hat I am in compliance with City o	f Seattle Ordinance 125490 and all asso	ciated Director's Rules.
By checking this box, I	agree to the above certification.			Date:
Save and Resume Lat	er			Continue Application »

27. A Thank You page loads, and your license is updated to reflect the removed unit.

